

## SECTION 8. STORAGE SUPPORT PROCESS

**8.1 Storage Support (STO).** The storage support function allows you to perform day-to-day operations pertaining to receipt, storage, and issue. To select this function from the SARSS1 Master Menu, enter **STO** on the action line and press <Esc>. The SARSS1 Storage Support Menu (figure 8.1-1) appears.

|                |  |                |
|----------------|--|----------------|
| DATE: MM/DD/YY | SARSS1 STORAGE SUPPORT MENU                                  | TIME: HH:MM:SS |
| COMMAND        | PROCESS  |                |
| +++++          | +++++  |                |
| REC            | <=== RECEIPTS  |                |
| DIC            | <=== DENIALS/ISSUE RELEASE CONFIRMATION                      |                |
| LOC            | <=== LOCATION MAINTENANCE MENU                               |                |
| INV            | <=== INVENTORY MENU  |                |
| IDR            | <=== INTRANSIT DATA REPORTING (TK_)                          |                |
| SNT            | <=== SERIAL NUMBER MAINTENANCE MENU                          |                |
| WOM            | <=== WAREHOUSE OPERATOR MENU                                 |                |
| AMS            | <=== AUTOMATED MANIFEST SYSTEM                               |                |
|                |  |                |
| ACTION:        | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0007    |
| <HOME>=HELP    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |

Figure 8.1-1. SARSS1 Storage Support Menu

**8.2 Receipt Processing (REC).** The SARSS1 Receipt Process, with minimal operator input, assists in the processing of receipt transactions. When processing receipt transactions, the system adjusts the due-in quantities and releases/adjusts due-out quantities. SARSS1 provides three methods for processing receipts: interactive, which requires that data be entered using the workstation keyboard, and Materiel Release Order Control (MROC), which uses a portable data collection device (PDCD) to process bar-coded data. The Automated Manifest System (AMS) allows batch processing of receipts using data contained on optical laser cards.

a. For interactive receipt processing, enter **REC** on the action line and press <Esc> to access the SARSS1 Receipt Selection Menu.

| DATE: MM/DD/YY | SARSS1 RECEIPT SELECTION MENU                                | TIME: HH:MM:SS |
|----------------|--|----------------|
| COMMAND        | PROCESS RECEIPT FROM:  |                |
| ++++++         | +++++  |                |
| D6S            | <=== FROM WHOLESALE (D6S) OR FROM REFERRALS (D6K)            |                |
| D6A            | <=== TURNIN/EXCESS RECEIPT                                   |                |
| D6M            | <=== MAINTENANCE   |                |
| D6J            | <=== DRMO  |                |
| D6N            | <=== TEMPORARY LOAN  |                |
| D4S            | <=== PROCUREMENT   |                |
| PROLOG         | <=== PRINT RECEIPT OVERRIDE LOG                              |                |
| AMSREC         | <=== BATCH AMS RECEIPTS PROCESS                              |                |
|                |  |                |
| ACTION:        | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0019    |
| <HOME>=HELP    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |

Figure 8.2-1. SARSS1 Receipt Selection Menu

b. The Receipt Process accepts seven types of receipts. Serviceable receipts may produce MROs for due-out releases and/or location bin tickets. Unserviceable and repairable receipts generate maintenance work orders, turn-ins to DRMO or another source of supply, or requests for disposition (DIC FTE) (see appendix B) to SARSS2A or wholesale.

c. To access a document number entry screen, enter the command for the desired type of receipt on the action line and press <Esc>.

d. Enter the document number and press <Esc>. Next, the system edits the document number and searches for a matching due-in record. The system compares the document number entered to those on the Activity Due-In Header File. When an exact match is found, it checks the Activity Due-In Suffix File. Both files must contain an exact match of the document number. The system then compares the type of receipt being processed with the type of receipt due-in. If the DICs do not match, an error message is displayed. The receipt will not process until the correct receipt type is entered. If a matching Activity Due-In Header File record is found, the screen displays data extracted from the record for verification and correction.

e. Compare the information on the screen against the information on the receipt document. If the information on the screen agrees with the documentation, the receipt is ready for processing. Press <Esc>. The receipt processing occurs as follows:

(1) The system checks the Inventory Freeze Flag. If the flag is set at 3, the system displays a message that the receipt transaction cannot be processed until the inventory has been posted and completed.

(2) The system checks the Reportable Item Control Code for the line to see if the item requires serial number tracking. When an item requires serial number tracking, the screen in figure 8.2-2 appears. Enter the serial number for each item received. Each number entered must exactly match the serial number that appears on the item. The quantity received will appear in the lower left of the screen. When serial-numbered items are received damaged, two serialization screens are provided. Enter serial numbers for items not damaged on the first screen. Enter serial numbers for damaged items received on the second screen. After entering the serial numbers, press <Esc>. The system formats a serial number receipt transaction (DIC BK\_) to report the serial numbers received to SARSS2B.

|  |                      |  |               |
|--|----------------------|--|---------------|
| DATE: MM/DD/YY   | SARSS1 SERIALIZATION | TIME: HH:MM:SS   |               |
| THIS STOCK NUMBER REQUIRES SERIAL NUMBER ACCOUNTABILITY.<br>ENTER THE SERIAL NUMBER FOR EACH ITEM. |                      |  |               |
| SERIAL NUMBER  | SERIAL NUMBER        | SERIAL NUMBER  | SERIAL NUMBER |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| _____  | _____                | _____  | _____         |
| QTY: _____   |                      |  |               |
| ACTION:<br><HOME>=HELP   |                      | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |               |
|  |                      | SCREEN 0161  |               |

Figure 8.2-2. SARSS1 Serialization Screen

(3) If the item received is not under inventory, the system determines whether there are due-outs on the Activity File for the stock received (or if it may be issued as a suitable substitute). If due-outs exist, the system releases the due-outs according to the highest priority, oldest document date. Any remaining quantity is added to the ABF on-hand balance. If there are no due-outs and the item cannot be used as a suitable substitute, the total quantity received is added to the ABF on-hand balance. The system prints MROs to release the due-outs and produces a location bin ticket showing the actions taken against the receipt quantity.

(4) When processing a receipt dedicated to a customer, SARSS1 does not generate printed output. An image of the receipt transaction goes to SARSS2B for posting to the Document History File.

f. The system completes processing of a non-dedicated receipt as follows:

(1) It creates an asset status report transaction (DIC YB1) to notify SARSS2A that there was a change in the on-hand balance and to update the Custodial ABF. The YB1 transaction goes to the Transaction-Out File for routing to SARSS2A.

(2) It sets the Net Asset Flag with the change to the balance to initiate a net asset computation of the Stock Number Relationship File (SNRF) group during Close-Out.

g. If the information on the receipt document does not match that which is displayed on the screen, change the information on the screen to match the receipt. Data that may be corrected includes the NSN, unit of issue, and quantity. You may enter a long part number (LPN) to replace the existing stock number shown, if applicable. You may also enter a temporary receiving section location (such as, Multipk1, Docks1, etc.). This location will not be placed on the ABF Locator File, but is printed on the location bin ticket (and any MROs produced) along with any recorded locations.

(1) If the stock number is changed, enter the type stock number. The system reads the SNRF and the BH File to determine if the item is an acceptable substitute for the item originally scheduled for receipt. If it is, normal processing takes place.

(2) If the item received is not a valid substitute, a facsimile report of discrepancy (ROD) is generated and sent to the RSEL based on the ROD dollar value set on the Unit Unique Parameters. The receipt transaction will be suspended as a Discrepant Receipt, and the stock will be placed in Condition Code L.

**8.2.1 Receipt from Wholesale (D6S) or from Referrals (D6K).** A DIC D6S is a receipt from wholesale or from another SARSS activity which is not under control of the same SARSS2AC/B. A DIC D6K is a receipt from another SARSS activity under the same SARSS2AC/B. When a matching due-in record is found, you can make corrections as required for the stock number, unit of issue, and quantity. If there is no due-in for the document number entered, you can correct the document number, or process it as a receipt not due-in or as a duplicate shipment. You can also enter a temporary location (such as MULTIPK1). There is also an indicator for damage or shortage in the shipment which could cause an ROD to be produced.

a. To process a DIC D6S or D6K transaction, enter the command **D6S** on the action line and press <Esc>. The Document Number Entry screen (figure 8.2-3) is displayed. Enter the document number, Suffix Code (from position 44 on DD Form 1348-1), and RIC-SHP (RIC in position 4-6 from DD Form 1348-1). Pay close attention to the Suffix Code and RIC-SHP. If the receipt document has a Suffix Code entered in RP 44, the Suffix Code must be entered into the system along with the document number. The RIC-SHP identifies the type of receipt processed. Using the Suffix Code with the document number allows the same document number to be processed more than once in order to process partial shipments. The Suffix Code should only be entered if it is in RP 44 of the receipt document. The RIC-SHP must always be entered so that the shipper is identified to SARSS1 for any additional processing required, such as document history.

|   |   |                              |                |
|---|---|------------------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 RECEIPT FROM WHOLESALE OR REFERRAL |                              | TIME: HH:MM:SS |
|   | (D6S)                                     | (D6K)                        |                |
| DOCUMENT NUMBER.....  |   |                              |                |
|   | DODAAC                                    | DATE                         | SER NO         |
|   |   | SUFFIX                       | CD RIC SHIP    |
|   |   | *** FROM RECORD POSITION *** |                |
|   |   | *** 4 THRU 6 OF 1348-6 ***   |                |
| NOTE: ENTER COMPLETE DOCUMENT NUMBER TO INCLUDE SUFFIX CD, RIC SHIP<br>(RIC SHIP IS IN RECORD POSITION 4 THRU 6 DD FORM 1348-1) |   |                              |                |
| ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0162  |   |                              |                |
| <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT  |   |                              |                |

Figure 8.2-3. Document Number Entry Screen

**NOTE:** If more than one printer is assigned to the system, a screen message appears with a prompt to enter a printer number. This prompt appears for all receipt processes.

b. After you enter the required data and press <Esc>, the Receipt screen (figure 8.2-4) appears.

|   |   |             |                        |
|---|---|-------------|------------------------|
| DATE: MM/DD/YY  | SARSS1 RECEIPT FROM WHOLESALE OR REFERRAL<br>(D6S) (D6K)  |             | TIME: HH:MM:SS         |
| <br>  |   |             |                        |
| DOCUMENT NUMBER.....  | W4546F  | 0109 3103   | SUFFIX CODE ..... _    |
| .....   | DODAAC  | DATE SER NR |                        |
| STOCK NUMBER.....   | 2520002016015   |             | UNIT OF ISSUE ..... EA |
| LONG PART NUMBER.....   |   |             |                        |
| QUANTITY.....   | 00003   |             | CONDITION CODE ..... A |
| TEMP LOCATION .....   | _____   |             | RIC SHIP.....          |
| <br>  |   |             |                        |
| IF THERE IS A DAMAGE IN SHIPMENT ENTER A "D" HERE =====> _    |   |             |                        |
| IF THERE IS A SHORTAGE IN SHIPMENT ENTER AN "S" HERE =====> _ |   |             |                        |
| <br>  |   |             |                        |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |             | SCREEN 0152            |

Figure 8.2-4. Receipt Screen

c. If the transaction's document number matches a document number on the Activity File and the information is correct, press <Esc> and the receipt processes. The system deletes the document number from the Activity File if the quantities match.

(1) If the receipt represents a partial quantity, the system decreases the Activity Record by the quantity received. Depending on the situation, the process could also generate an MRO and send it to print to fill due-outs.

(2) If the receipt is dedicated to a customer, processing produces no printed output, but does send an image of the receipt to document history. All accountability rests with the unit, not with the processing SARSS1. If the dedicated receipt is for a remote customer, the customer has the responsibility to forward a copy of that receipt to the processing SARSS1.

(3) When a DIC D6K receipt transaction is posted, an image of the transaction is sent to SARSS2B for document history. A second image is sent to SARSS2A to close or adjust the quantity on the matching open DIC A4\_, Suspense Header/Detail Record.

**NOTE:** When processing receipt documents, look for the message "Use MLOC to Add Location" appearing on location bin tickets. This message appears when stocks are to be placed in a storage location but there is no location recorded for the NSN in SARSS1. You must assign a location and update the Locator File through the MLOC Process to process the receipt fully.

d. If the information is not correct, enter the correct information to agree with the receipt document. Press <Esc> and the information will be edited. Continue to follow the screen prompts until finished and a blank input screen appears.

e. If the document number does not match a document number on the Activity File, the screen in figure 8.2-5 appears. Follow the screen instructions.

|   |   |              |                |        |    |                 |                |
|---|---|--------------|----------------|--------|----|-----------------|----------------|
| DATE: MM/DD/YY  | SARSS1 RECEIPT FROM WHOLESALE OR REFERRAL<br>(D6S) (D6K)  |              |                |        |    |                 | TIME: HH:MM:SS |
| DOCUMENT NUMBER.....  | WTUTRJ<br>DODAAC  | 0002<br>DATE | 0099<br>SER NO | SUFFIX | CD | S2A<br>RIC SHIP |                |
| NOTE: ENTER COMPLETE DOCUMENT NUMBER TO INCLUDE SUFFIX CD, RIC SHIP<br>(RIC SHIP IS IN RECORD POSITION 4 THRU 6 DD FORM 1348-1) |   |              |                |        |    |                 |                |
| VERIFICATION<br>No Matching Record On Activity File<br>Verify/Correct Document Number<br>Press <Esc> to Continue                |   |              |                |        |    |                 |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |              |                |        |    | SCREEN 0162     |                |

Figure 8.2-5. Error/Verification Screen

f. If the document number was entered incorrectly, correct it and press <Esc>. The system edits the information. If the information was entered correctly, press <Esc>. The screen in figure 8.2-6 appears.

|   |  |   |                      |
|---|--|---|----------------------|
| DATE: MM/DD/YY  | SARSS1 RECEIPT FROM WHOLESALE OR REFERRAL                    |   | TIME: HH:MM:SS       |
|   | (D6S)  | (D6K)   |                      |
| DOCUMENT NUMBER.....  | W4546F   | 1234 1234   | SUFFIX CODE .....    |
| .....   | DODAAC   | DATE SER NR                                       | UNIT OF ISSUE .....  |
| STOCK NUMBER .....  |  |   | CONDITION CODE ..... |
| LONG PART NUMBER .....  |  |   | RIC SHIP .....       |
| QUANTITY .....  |  |   |                      |
| TEMP LOCATION .....   | _____  |   |                      |
| IF THERE IS A DAMAGED IN SHIPMENT ENTER A "D" HERE =====> _   |  |   |                      |
| IF THERE IS A SHORTAGE IN SHIPMENT ENTER AN "S" HERE =====> _ |  |   |                      |
| NOTE:   | ENTER TYPE HERE==>   |   |                      |
| ENTER STOCK NUMBER TYPE IN "ENTER TYPE HERE==>"               |  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |                      |
| ACTION:   | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |   | SCREEN 0152          |
| <HOME>=HELP   | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |   |                      |

Figure 8.2-6. Manual Input Screen

g. Enter the stock number or long part number, unit of issue, quantity received, Condition Code, temporary location (if desired), and type stock number. Press <Esc> and the information will be edited.

(1) The system edits all fields. If the data passes edit, the system checks the Duplicate Document Number and the Issue/Release Confirmation Files. If the receipt document number appears on either file, the system displays a message stating that this is a duplicate receipt and asking for verification. When this message appears, obtain verification from your supervisor before continuing the process. When verification is received, continue as follows:

(a) If you enter **Y** (Yes), the system processes the receipt as a duplicate. It places the quantity received in suspended Condition Code L and reports the duplicate receipt to SARSS2A for research and determination of disposition of duplicate quantity.

(b) If you enter **N** (No) or leave the field blank and press <Esc>, the system will not process the receipt. It returns to a blank D6S/D6K document number entry screen.

(2) Continue to follow the screen prompts until finished and a blank input screen appears.



h. Damage or Shortage in Shipment. You may also report damage or a shortage in shipment during this process. After entering the data on the input screen (figure 8.2-4), go to the appropriate field (damaged or shortage) and make the required entry (D or S). Press <Esc>. The system displays a prompt asking for additional information. (See figure 8.2-7 for damage or figure 8.2-8 for shortage shipment screens.)

|   |   |                        |
|---|---|------------------------|
| DATE: MM/DD/YY  | SARSS1 DAMAGED SHIPMENT   | TIME: HH:MM:SS         |
| <br>  |   |                        |
| DOCUMENT NUMBER .....   | WTUTRJ 0117 3250  | SUFFIX CODE .....      |
| .....   | DODAAC DATE SER NR  |                        |
| STOCK NUMBER.....   | 2530001505896   | UNIT OF ISSUE ..... EA |
| QUANTITY RECEIVED DAMAGED.....  |   |                        |
| QUANTITY RECEIVED NOT DAMAGED.....  |   |                        |
| <br>  |   |                        |
| ENTER SUFFIX CODE (IF APPLICABLE) AND QUANTITIES, THEN VERIFY/CORRECT<br>STOCK NUMBER AND UNIT OF ISSUE. DAMAGED QUANTITY WILL DEFAULT TO COND<br>CD "L" AND UNDAMAGED WILL DEFAULT TO COND CD "A". |   |                        |
| <br>  |   |                        |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0157            |

Figure 8.2-7. SARSS1 Damaged Shipment Screen

|   |   |                       |
|---|---|-----------------------|
| DATE: MM/DD/YY  | SARSS1 SHORTAGE SHIPMENT  | TIME: HH:MM:SS        |
| <br>  |   |                       |
| DOCUMENT NUMBER .....   | WTUTRJ 6240 3332  | SUFFIX CODE.....      |
| .....   | DODAAC DATE SER NR  |                       |
| STOCK NUMBER.....   | 2920000153058   | UNIT OF ISSUE..... EA |
| QUANTITY ON SHIPPING DOCUMENT .....   |   |                       |
| QUANTITY ACTUALLY RECEIVED .....  |   |                       |
| <br>  |   |                       |
| VERIFY/CORRECT STOCK NUMBER AND UNIT OF ISSUE. ENTER SUFFIX CODE<br>(IF APPLICABLE) AND QUANTITIES. |   |                       |
| <br>  |   |                       |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0158           |

Figure 8.2-8. SARSS1 Shortage Shipment Screen

i. Follow the screen instructions. Once you press <Esc>, the receipt processes. If the damaged or shortage quantity qualifies for an ROD, it is produced automatically. If the stock number is not on the ABF, a screen appears with instructions to input additional data (figure 8.2-9).

|   |  |                     |                |
|---|--|---------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 RECEIPT FROM WHOLESALE OR REFERRAL<br>(D6S) (D6K)     |                     | TIME: HH:MM:SS |
| DOCUMENT NUMBER .....   | W4546F 0177 3250   | SUFFIX CODE.....    |                |
| .....   | DODAAC DATE SER NR   |                     |                |
| STOCK NUMBER .....  | 2520002016015  | UNIT OF ISSUE.....  | EA             |
| LONG PART NUMBER .....  |  |                     |                |
| QUANTITY .....  | 00003  | CONDITION CODE..... | A              |
| TEMP LOCATION.....  | _____  | RIC SHIP .....      |                |
| <p>IF THERE IS A DAMAGED IN SHIPMENT ENTER A "D" HERE =====&gt; D</p> <p>IF THERE IS A SHORTAGE IN SHIPMENT ENTER AN "S" HERE =====&gt;</p> <p>Stock Number/Long Part Number NOT on ABF/Catalog</p> <p>You May Build Catalog Record Now By Entering a "B" Here =====&gt;</p> <p>You May Delay Building Catalog Rec By Entering "D" Here =====&gt;</p> <p>If Stock Number Was Entered Wrong Correct and Press &lt;Esc&gt;.</p> |  |                     |                |
| ACTION:   | <== ENTER COMMAND TO SELECT YOUR PROCESS                     |                     | SCREEN 0152    |
| <HOME>=HELP   | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                     |                |

Figure 8.2-9. D6S/D6K Receipt Information Screen

j. If the stock number received is not on the ABF or Catalog File, make the appropriate entry on the screen to tell the system when the Catalog Record will be built. Enter **B** to exit the Receipts Process, build the Catalog Record and then return to input the receipt. Otherwise enter **D** to build the Catalog Record later. See paragraph 14.3 for catalog build procedures. After building the Catalog Record, you must input the receipt for processing.

**8.2.1.1 Discrepant Dedicated Due-In Receipt From Wholesale (D6S) or Referral (D6K).** The customer is responsible for reporting discrepant shipments (overages, shortages, damages, invalid substitutes, or duplicates).

- When the receipt document contains a customer DODAAC, the system will not generate an ROD.
- An image of the DIC D6S/D6K transaction is sent to the TOF for transmittal to SARSS2B for document history.
- The total quantity received will be issued/shipped to the customer.
- The receipt will be processed as serviceable for the total quantity received.

**8.2.1.2 Pseudo-Receipt Processing.** The actions to resolve overdue shipments are accomplished at the SSA or storage site. SARSS1 automatically generates follow-up transactions against the due-ins on the Activity File. These transactions go to the source of supply through DAAS. The source of supply

responds with supply status (DIC AE1) or shipping status (DIC AS1/AU1) when an item has already been shipped.

a. When shipping status has been received and the number of days set on the SARSS1 Unit Unique parameters entry (AGE-AUTO-FOLUP-LIF-W) has passed, the system generates a transportation status follow-up (DIC BAO). The BAO goes to the last source of supply to obtain a response with new information.

b. In response to the DIC BAO, the Logistic Support Activity (LOGSA) returns a DIC BEQ transaction. The BEQ transaction contains information about the particular shipment such as: depot ship date, central receiving point (CRP) receipt date, SSA receipt date, port of embarkation (POE) lift date, port of debarkation (POD) receipt date, and/or the POD forwarding date.

c. When SARSS1 receives and processes a DIC BEQ transaction, the logic is generally as follows:

(1) If the depot ship date is spaces (item not shipped), the system changes the shipping flag on the due-in record to indicate that the item has not been shipped, and generates a follow-up (DIC AF\_, AT\_, AK\_) and forwards it to the source of supply.

(2) If it has been less than 45 days since the item was shipped, no action is taken.

(3) If the item was shipped more than 45 days ago and is not one of the exceptions listed in AR 710-2, the receipt processes automatically.

d. When DIC BEQ transactions cause SARSS1 to process the receipt automatically, it takes the following actions:

(1) It updates the due-in record to reflect the quantity received (DIC BEQ quantity). If the full due-in quantity has been received, it deletes the due-in record and writes a record to the Duplicate Document Number File.

(2) It sends an image of the receipt (DIC D6S) to SARSS2B so it can be posted to the Document History File and be provided to finance (so the bill can be paid). This DIC D6S is identified as a pseudo-receipt by the presence of an 'r' in the Management Code field (RP 72). The Condition Code from the due-in record is shown in record position 71 of the pseudo-receipt D6S transaction.

(3) It increases the ABF on-hand balance by the quantity which was shipped (as shown on the DIC BEQ) for SSA-bound receipts. For dedicated due-ins, it creates a DIC AE1 transaction with CA status and sends it to the customer to cancel the affected quantity. No ROD is output, and the ABF is not affected by processing a pseudo-receipt for a dedicated due-in. It is the receiver's responsibility to report discrepancies in shipment.

(4) The stock number is frozen for inventory. A special Inventory Freeze Flag (5) notifies the SARSS1 supervisor of the reason for the inventory. SARSS1 will not generate MROs for those items until the inventory is completed.

(5) The system generates an LCA Response Report to assist the SARSS1 supervisor in the inventory and research associated with this pseudo-receipt. This report shows the information from the DIC BEQ.

(6) It also produces a facsimile report of discrepancy (ROD). If the inventory or research indicates that the items were in fact received, the ROD should be discarded. The system identifies the RIC of the shipping SARSS1 for referral or retrograde pseudo-receipts and moves that RIC to the output ROD.

(7) If the inventory gain or loss exceeds the dollar amount set on the system parameters for an Inventory Adjustment Report (IAR), the system prepares an IAR upon completion and posting of the inventory count. If the dollar amount of the discrepancy requires causative research, it formats a Document History Inquiry Request (DIC YDH) and sends it to the Transaction-Out File for forwarding to SARSS2B.

**8.2.1.3 Pseudo-Receipt Processing (SOS) (DIC ASH).** DIC ASH transactions are processed in the Status Process as normal shipping status and update files. The date the DIC ASH transaction was generated (rp57-59) will be used as the date released to carrier or estimated shipment date for the Due-In Activity Record. No operator action is necessary to process the DIC ASH transaction.

**8.2.1.4 Approved Military Standard Change Letter (AMCL) Update Process.** This process will establish and update supply due-in records for all requisitions (pulled or pushed) being supplied from wholesale stock and provide enhanced materiel receipt acknowledgment to the wholesale level. The AMCL Update Process uses four new DICs and a new Discrepancy Indicator Code table. When the supplier has not received an acknowledgment of receipt within a prescribed time period, a follow-up transaction is sent to SARSS1. SARSS1 processes the follow-up in the AMCL Update Process by searching for a matching Activity File record. If there is a match, the process generates a DIC DRB (Materiel Receipt Acknowledgment Reply to Follow-up) with a Discrepancy Indicator Code in rp 63 and the quantity still due-in in rp 25-29. If there is no match, the process generates a DRB with the appropriate code in rp 63 and the follow-up transaction quantity in rp 25-29. The DRB is routed to SARSS2B. This process does not require operator input or intervention. Processes in SARSS1 that are affected by the AMCL Update Process are:

a. *Transactions-In Process.* This Process will accept and process DIC DRF (Follow-up For Delinquent Materiel Receipt Acknowledgment) and DIC ASH (Pseudo Shipment Status For Unconfirmed Materiel Release Orders).

b. *Receipt Process.* This process will generate DIC DRA (Materiel Receipt Acknowledgment) transactions with the appropriate Discrepancy Indicator Code in rp 63 of the transaction. A blank in rp 63 indicates receipt of the entire shipment.

c. *Status Process.* This process will accept and process DIC ASH transactions as normal shipping status.

d. *Print Process.* PCN AJT003, Report of Discrepancy, will now include a Discrepancy Indicator Code and an explanation in the Remarks block of the ROD.

e. *Transactions-Out Process and Close-Out Process.* These processes will route DIC DRA and DRB transactions to SARSS2B.

**8.2.2 Receipt Processing Utilizing PDCD.** Receipts from wholesale (D6S) or from another SARSS1 activity (D6K) which contain bar-coded data may be processed using portable data collection devices. PDCDs can be configured to operate in the Radio Frequency (RF) mode or the Store & Forward mode.



(4) Next, enter the printer number for the primary and alternate printers and press <Enter>. The PDCD will then display the screen in figure 8.2-11. If you are using the hip printer, enter H.

|  |                  |       |
|--|------------------|-------|
| MM/DD/YY   | [MA]<br>RECEIPTS | MM:SS |
| DOCUMENT NUMBER  |                  |       |
| STOCK NUMBER   |                  |       |
| RIC, UI, QTY, CC   |                  |       |
| F1 MANUAL ENTRY<br>F3 PAUSE RECEIPTS<br>F5 RECEIPTS COMPLETE |                  |       |

Figure 8.2-11. PDCD Receipt Screen (2 of 2)

b. The screen displays three functions keys for the operator's use:

(1) If the receipt cannot be scanned, press <F1> and enter the receipt data manually through the keypad.

(2) The operator can press <F3> to pause receipt processing if other duties need to be performed.

(3) When all available receipt transactions have been scanned or manually entered, press <F5> (Receipts Complete). The PDCD screen will return to the Main Menu so another process can be selected.

c. Begin basic receipt processing by attempting to scan the first three lines of the receipt document by pressing the trigger of the PDCD and aiming it at each line. If it is a good scan, the PDCD will beep once for each line.

(1) If the document number matches a record on the Activity File, the stock number of the item received must be the stock number requested or a valid substitute in order to be processed.

(2) If the receipt does not match a record on the Activity File, the receipt is written to the MROCS Receipt Exception Report.

(3) If the receipt does not match a record on the Activity File exactly (i.e., document number, stock number, unit of issue), it is written to the Exception Report for review and action by the supervisor.

d. When each receipt has been scanned and/or manually entered, the system checks the Activity File for any due-outs for the stock number received. If any are found, the PDCD displays the message "PRINTING MRO." These MROs (figure 8.2-12) can be produced on the Hip printer, thermal printer, or dot matrix printer. After printing, the items and the MRO will be placed in the customer's pickup bin.




A sample Material Receipt Order (MRO) form. The form is rectangular with a white background and black text and barcodes. It contains the following information:

- NOUN: WIRED HOUSING ASSEM
- PRIORITY: 02
- SHIP TO: W34XYL
- INDEX/RECOVERY
- Barcode with number 00067455
- Barcode with number W34XYL63170131A
- Barcode with number 5855013816048
- Barcode with number A18EA00001A
- DD Form 1348-1A Issue for MROCS-G from Stock Picking

Figure 8.2-12. Sample MRO

e. After due-outs are filled from the receipt, the system produces location bin tickets (figure 8.2-13) for any remaining quantity, which is sent to storage. The location bin ticket also reflects the quantity received, the quantity issued, and the quantity sent to storage. The total quantity received will be sent to storage when no due-outs are found on the Activity File.



A sample Location Bin Ticket (MROC) form. The form is rectangular with a white background and black text and barcodes. It contains the following information:

- LOCATION BIN TICKET
- DOC: W4MAIN52630020
- CIIC: U
- EC:
- SCMC:
- STOCK NUMBER
- Barcode with number 1005007111785
- UI
- CC
- EA
- A
- QTY RCVD
- Barcode with number 00002
- QTY RELEASED
- Barcode with number 00000
- QTY STORED
- Barcode with number 00002
- NOUN: SPRING
- LOCS: MR135
- INDEX: 00000018
- TEMP LOC: AAAAA

Figure 8.2-13. Sample Location Bin Ticket (MROC)



**8.2.2.2 Receipt Processing Utilizing MROC Store & Forward Mode.** When the parameter is set to operate in the Store & Forward mode, receipt data is stored in the PDCD until it can be transferred to the SARSS1 file server for processing. If your SSA uses MROC Store & Forward processing, refer to appendix G for further instructions.

**8.2.3 Receipt from Turn-Ins/Excess (D6A).** The DIC D6A is a turn-in for serviceable, unserviceable/reparable, or condemned items. A DIC D6A receipt generates location bin tickets and MROs for due-outs, MROs for turn-in of unserviceable excess, or a maintenance request form for reparable lines (see paragraph e for more specific details on output).

a. If the item is serviceable, the system updates the ABF and sends a DIC YB1 to SARSS2A to update the Custodial ABF. If the item is unserviceable, the Recoverability Code (RC) (see appendix B) determines what disposition will occur with the item: turned in for repair, or turned in to the Defense Reutilization and Marketing Office (DRMO).

b. Identify items found-on-installation, if possible. Once identified, prepare a DA Form 2765/2765-1 and assign a DIC of D6A; fill in identifying data and quantity. A document number obtained from the Register of Vouchers of Stock Record Account (DA Form 272) in accordance with paragraph 14-2, DA Pam 710 2-2, Supply Update, will be assigned using the SSA DODAAC. Finally, enter Found on Installation in the remarks block. Process into SARSS1 as a D6A receipt, using the DA Form 2765/2765-1 option for customer units. DA Form 2765 will be maintained in accordance with procedures outlined in paragraph 3-34, AR 710-2, Supply Update.

c. Excess turn-ins received at the main SSA from a forward SSA process as DIC D6A receipts. Turn-ins from the forward SSA process on a facsimile DD Form 1348-1.

d. Customer turn-ins of serviceable, unserviceable, or condemned items also process as a DIC D6A receipt. On rare occasions, using an SSA document number, you may also use it to process items found on post.

e. DIC D6A receipts generate location bin tickets to show the actions taken against the receipt quantity: MROs to fill due-outs; MROs for retrograde of serviceable (Condition Code A) or unserviceable (Condition Code F) excess, or condemned (Condition Code H) items; and/or facsimile Maintenance Request Forms for items (in Condition Code F) to be forwarded to the supporting maintenance activity.

f. To process DIC D6A transactions, enter **D6A** on the action line and press <Esc>. The screen changes, allowing you to enter the document number (figure 8.2-14) and indicate the type of turn-in document received.

|   |   |                  |
|---|---|------------------|
| DATE: MM/DD/YY  | SARSS1 TURN-IN/EXCESS RECEIPT<br>D6A  | TIME: HH:MM:SS   |
| DOCUMENT NUMBER.....                                      |   |                  |
| DODAAC  | DATE  | SER NO SUFFIX CD |
| ENTER AN "X" FOR THE TYPE OF TURN-IN YOU HAVE TO PROCESS. |   |                  |
| DA 2765 CUSTOMER TURN-IN/FOUND ON POST ==>                |   |                  |
| DD 1348 EXCESS TURN-IN DOCUMENT =====>                    |   |                  |
| ACTION:<br><HOME>=HELP                                    | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0189      |

Figure 8.2-14. D6A Document Number Entry Screen

**8.2.3.1 Customer Turn-In/Found On Post.** When the SSA receives a customer turn-in, a DA Form 2765 or 2765-1 will accompany the item. Process the transaction using the customer document number. When items are found on post and there is no accompanying documentation, prepare a DA Form 2765/2765-1. Assign an SSA document number to the transaction from the SSA's Register of Vouchers to Stock Record Account (DA Form 272). See paragraph 8.2.3b.

a. To process these transactions, enter the document number on the DIC D6A document number entry screen. Move the cursor to the DA 2765 Customer Turn-In/Found On Post field. Place an **X** in this field (figure 8.2-15) and press <Esc>.

|   |                                      |   |                |           |                |
|---|--------------------------------------|---|----------------|-----------|----------------|
| DATE: MM/DD/YY  | SARSS1 TURN-IN/EXCESS RECEIPT<br>D6A |   |                |           | TIME: HH:MM:SS |
|   |                                      |   |                |           |                |
| DOCUMENT NUMBER.....                                      | WTUTRA<br>DODAAC                     | 0035<br>DATE  | 0001<br>SER NO | SUFFIX CD |                |
|   |                                      |   |                |           |                |
| ENTER AN "X" FOR THE TYPE OF TURN-IN YOU HAVE TO PROCESS. |                                      |   |                |           |                |
| DA 2765 CUSTOMER TURN-IN/FOUND ON POST ==> X              |                                      |   |                |           |                |
| DD 1348 EXCESS TURN-IN DOCUMENT =====>                    |                                      |   |                |           |                |
|   |                                      |   |                |           |                |
| ACTION:<br><HOME>=HELP                                    |                                      | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |           | SCREEN 0189    |

Figure 8.2-15. SARSS1 Turn-In/Excess Receipt (Customer Turn-In) Screen

b. The system performs a series of edits to ensure that this is a DIC D6A transaction and not a duplicate of a previously processed D6A receipt. SARSS1 will not process customer turn-ins that contain duplicate document numbers. When a customer turn-in is entered, the system edits the document number against the Duplicate Document Number File. If the document number appears on the file, the screen displays a message. Contact the customer unit to obtain a new document number in order for processing to continue. If the document number passes the edits, the system displays the screen in figure 8.2-16, allowing you to enter the type of customer turn-in.

|                        |  |                |
|------------------------|--|----------------|
| DATE: MM/DD/YY         | SARSS1 D6A TURN-IN   | TIME: HH:MM:SS |
| OPTIONS<br>++++++      | ADVICE CODE OPTIONS<br>+++++   |                |
|                        | ALL OTHER RETURNS (1Z)   |                |
|                        | RETURN OF SHIPMENT WITH HIDDEN DEFECTS (1U)  |                |
|                        | RETURN OF IMPROPER SHIPMENT (E.G., NOT ORDERED) (1T)   |                |
|                        | RETURN OF GOVERNMENT OWNED CYLINDERS (1S)  |                |
|                        | RETURN OF EMERGENCY REQUIREMENT MATERIEL (1P)  |                |
|                        | PLACE AN 'X' BY DESIRED OPTION AND PRESS <Esc> TO CONTINUE   |                |
| ACTION:<br><HOME>=HELP | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0193    |

Figure 8.2-16. Return Advice Code Options Screen

c. When processing a customer turn-in, enter **X** by the desired Return Advice Code (see appendix B), based on that shown on the customer turn-in document.

(1) The finance system needs this code to determine the proper amount of credit to give to the customer unit. Based on your selection on this screen, the system writes the Return Advice Code to the image of the receipt transaction (DIC D6A). The DIC D6A then goes to SARSS2A to update the Custodial ABF and to SARSS2B for forwarding to finance.

(2) When processing a found-on-post turn-in with an SSA document number, this screen (figure 8.3-16) will not appear. The system automatically enters Return Advice Code 1F on the DIC D6A image. This D6A goes to SARSS2A to update the Custodial ABF and to SARSS2B for forwarding to finance.

(3) Follow the screen prompt when processing a customer turn-in; enter **X** next to the appropriate selection, then press <Esc>. The system displays a SARSS1 Turn-In/Excess Receipt, D6A screen allowing you to enter the NSN, type stock number, quantity, Condition Code, and unit of issue (figure 8.2-17). If the customer turn-in document has a Fund Code, it must be entered into the system. These are the minimum entries required to process the transaction.

|  |        |                                      |        |                   |                     |
|--|--------|--------------------------------------|--------|-------------------|---------------------|
| DATE: MM/DD/YY   |        | SARSS1 TURN-IN/EXCESS RECEIPT<br>D6A |        | TIME: HH:MM:SS    |                     |
| DOCUMENT NUMBER .....  | W4546F | 1234                                 | 1234   |                   |                     |
|  | DODAAC | DATE                                 | SER NR |                   |                     |
| STOCK NUMBER.....  |        |                                      |        | TYPE:             | NSN/MCN = S         |
| LONG PART NUMBER.....  |        |                                      |        |                   | PART NO = P         |
| MGT CD/REP CD .....  |        |                                      |        |                   | (DEFAULT = NSN/MCN) |
| QUANTITY .....   |        |                                      |        |                   | UNIT OF ISSUE.....  |
| CONDITION CODE.....  |        |                                      |        | .....PROJECT CODE |                     |
| TEMP LOCATION.....   |        |                                      |        | RIC SHIP .....    |                     |
|  |        |                                      |        | FUND CODE.....    |                     |
| ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0153             |        |                                      |        |                   |                     |
| <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |        |                                      |        |                   |                     |

Figure 8.2-17. SARSS1 Turn-In Data Entry Screen

d. Press <Esc>. The system then performs additional edits against the information entered.

(1) The system checks the Reportable Item Control Code (RICC) on the ABF/Catalog to see if the stock number requires serial number tracking or Continuing Balance System-Expanded (CBS-X) Reporting. If it does, the system displays a serialization screen to enter the serial number of the item received. A DIC BKA will also be generated and sent to SARSS2B.

(2) The system looks at the Condition Code of the items to determine if they are serviceable or unserviceable. Non-issuable items are those with Condition Codes other than A, B, or C. When unserviceable assets are received, a Non-Issuable Excess Module is internally activated. The Non-Issuable Excess Module determines the appropriate action to be taken on an item (whether to report, ship, dispose of, or job-order for repair).

(3) When items received are repairable by a supporting SAMS activity, the system generates a facsimile Maintenance Request Form (DA Form 5504) for SAMS. It formats a DIC XML transaction (reporting the maintenance work order) for SARSS2B and writes it to the Transaction-Out File. The system also creates a due-in from maintenance (DIC DFM) for this stock number and writes it to the Activity Due-In File with the customer's document number. The DFM remains on the Activity File until the stock is returned from maintenance.

(4) When serviceable assets are turned in (Condition Code A), the system checks the Inventory Freeze Flag. If the flag is set at 3, the system provides a message that the receipt transaction can not be

processed until the inventory has been posted and completed. If the Inventory Freeze Flag is not set at 3, the system determines whether due-outs exist for the item. If due-outs exist, it generates a due-out release (MRO). If there are no due-outs, it posts the items to the ABF with Ownership/Purpose Code A (general issue).

(5) Outputs generated by this process go to the Print Queue.

(6) When a receipt results in excess stock at the SSA, the Serviceable RIC Ship Table and Unit Unique Parameters are read.

(a) If the Auto Excess Ship Flag is set to N, the system will not ship the excess.

(b) If the RIC for that class of supply is another SARSS1 activity and the Auto Excess Ship Flag is set to Y, the item will automatically be shipped to that activity.

(c) If the RIC for that class of supply is the RIC of the processing SARSS1 activity and the Auto Excess Ship Flag is set to Y, the item will be reported as excess to SARSS2A on DIC FTE when the Net Asset Process is run during Close-Out.

**8.2.3.2 Excess Turn-In Document (DD Form 1348-1).** Excess serviceable stocks identified at an SSA requiring shipment to another SSA will utilize a facsimile DD Form 1348-1. To begin processing this type of receipt transaction, enter **D6A** on the action line and press <Esc>. The system displays the screen in figure 8.2-18.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 TURN-IN/EXCESS RECEIPT<br>D6A  | TIME: HH:MM:SS |
| DOCUMENT NUMBER ..... W45FWD 0141 0001<br>DODAAC DATE SER NR SUFFIX CD |   |                |
| ENTER AN "X" FOR THE TYPE OF TURN-IN YOU HAVE TO PROCESS.              |   |                |
| DA 2765 CUSTOMER TURN-IN/FOUND ON POST ==>                             |   |                |
| DD 1348 EXCESS TURN-IN DOCUMENT =====> X                               |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0189    |

Figure 8.2-18. SARSS1 Turn-In/Excess Receipt Screen

a. Enter the shipping SSA document number in the Document Number field. Enter **X** in the DD 1348 Excess Turn-In Document field and press <Esc>.

b. If a DIC YIC exists on the Activity File, the screen in figure 8.2-19 appears. The message on this screen is for information purposes only. Continue to process the D6A by pressing <Esc>.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 TURN-IN/EXCESS RECEIPT<br>D6A  | TIME: HH:MM:SS |
| DOCUMENT NUMBER .....   | W4546g 3144 2500<br>DODAAC DATE SER NR SUFFIX CD  |                |
| ENTER AN "X" FOR THE TYPE OF TURN-IN YOU HAVE TO PROCESS.   |   |                |
| DA 2765 CUSTOMER TURN-IN/FOUND ON POST ==>  |   |                |
| DD 1348 EXCESS TURN-IN DOCUMENT =====> X  |   |                |
| MESSAGE:<br>This Will Be Processed As D6K Retrograde Turn-In Press <Esc> To Continue Processing Or<br>Enter Command To Exit Process |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU: SMM = SARSS MASTER MENU: LOGOUT = QUIT | SCREEN 0189    |

Figure 8.2-19. SARSS1 Turn-In/Excess Receipt (Monthly YIC on Activity) Screen

c. The next screen allows you to enter the receipt data for the excess turn-in (figure 8.2-20). If there is a matching DIC YIC on the Activity File, that information will be shown on this screen.

|                        |   |                     |
|------------------------|---|---------------------|
| DATE: MM/DD/YY         | SARSS1 TURN-IN/EXCESS RECEIPT<br>D6A  | TIME: HH:MM:SS      |
| DOCUMENT NUMBER .....  | W45FWD 1130 0001<br>DODAAC DATE SER NR  |                     |
| STOCK NUMBER .....     |   | TYPE: NSN/MCN = S   |
| LONG PART NUMBER ..... |   | PART NO = P         |
| MGT CD/REP CD .....    |   | (DEFAULT = NSN/MCN) |
| QUANTITY .....         |   | UNIT OF ISSUE ..... |
| CONDITION CODE .....   |   | PROJECT CODE .....  |
| TEMP LOCATION .....    |   | RIC SHIP .....      |
|                        |   | FUND CODE .....     |
| ACTION:<br><HOME>=HELP | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0153         |

Figure 8.2-20. SARSS1 Turn-In/Excess Receipt Screen

d. Enter the NSN, type stock number, quantity, unit of issue, Condition Code, and RIC SHP. The RIC SHP is a mandatory entry for an excess turn-in transaction (it identifies the SSA turning in the supplies). Press <Esc>. The system performs the same type of edits as for a customer turn-in. Issuable receipts are used to fill due-outs (if any) or are posted to the ABF as residual stocks with Ownership/Purpose Code A (general issue).

e. An image of the turn-in receipt transaction is converted to a DIC D6K (receipt from another SARSS1 activity) with Management Code f (excess turn-in) and forwarded to SARSS2AC/B for document history.

f. When the transaction passes all edits and completes processing, the system returns to a blank SARSS1 Turn-In/Excess Receipt, D6A screen.

**8.2.4 Receipt From Maintenance (D6M).** This is a receipt for materiel received from maintenance. Receipts from maintenance will be accompanied by a copy of the facsimile DA Form 5504 that was used to turn the item in to maintenance. The quantity returned and the applicable Condition Code will appear on the lower portion of the form. Items returned in Condition Code A, B, or C are processed, and put into storage or issued to fill due-outs. Items received in Condition Code F or H may be turned in as non-issuable excess or sent to another activity for processing. SARSS1 prints a location bin ticket for every DIC D6M processed with a serviceable Condition Code and assets for storage.

a. To process DIC D6M transactions, enter the command **D6M** on the action line and press <Esc>. The screen changes, allowing you to enter the document number (figure 8.2-21).

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 MAINTENANCE<br>D6M  | TIME: HH:MM:SS |
| DOCUMENT NUMBER..... W4MAIN 8256 2111<br>DODAAC DATE SER NR |  |                |
| ACTION:<br><HOME>=>HELP                                     | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0151    |

Figure 8.2-21. D6M Document Number Entry Screen

b. Enter the document number and press <Esc>. The system edits the document number and searches the Activity Due-In Header File for a matching Due-In From Maintenance Record.



(1) If the document number does not match an Activity Due-In Header File, the system displays a message to verify or correct the document number. If the document number is not changed, the system displays an error message indicating no matching document number exists on the Activity File. If there is no change to the document number, process the document as a DIC D6A receipt. This will result in the quantity and the correct Condition Code being picked up on the ABF.

(2) If the document number matches an Activity Due-In Header Record, the system compares the type of receipt being processed (DIC D6M) with the DIC due in. The DIC on the Due-In File must be DFM (due-in from maintenance) or else an error message, "Activity File Record Does Not Match Due-In From Maintenance," will be displayed to prevent the receipt from being incorrectly processed. Identify the correct type of receipt due in, or process the transaction as a DIC D6A.

c. The system then searches the Activity Due-In Suffix File for a matching record.

(1) If a matching record is not found on the Activity Due-In Suffix File, the system displays the Activity Header Record information on the screen to verify or correct.

(2) When a match is found on the Activity Due-In Suffix File, the system displays the matching suffix record data on the screen (figure 8.2-22). Verify or correct the Stock Number, Unit of Issue, and Quantity fields.

|   |   |                       |
|---|---|-----------------------|
| DATE: MM/DD/YY  | SARSS1 MAINTENANCE<br>D6A   | TIME: HH:MM:SS        |
| DOCUMENT NUMBER.....  | WTUTRC 0256 0112  |                       |
|   | DODAAC DATE SER NR  |                       |
| STOCK NUMBER .....  | 5310013498256   | UNIT OF ISSUE..... EA |
| QUANTITY .....  | 00010   | CONDITION CODE .....  |
| TEMP LOCATION .....   |   |                       |
| VERIFY/CHANGE QUANTITY AND ENTER CONDITION CODE FOR ITEM<br>RETURNED FROM MAINTENANCE. PRESS <Esc> TO CONTINUE. |   |                       |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0185           |

Figure 8.2-22. Receipt from Maintenance Verification Screen

(3) Enter the Condition Code as shown on the receipt document (facsimile DA Form 5504).

d. Verify all fields by comparing the information on the screen against the information on the receipt document. The quantity field may need to be changed to match the receipt document.

(1) Any changed data fields are re-edited. If the information is valid and passes edit, the receipt processes.

(2) The action taken causes changes to the ABF and Activity Records. The DIC DFM (Activity Record) quantity decreases by the quantity received. The ABF Record quantity increases by the quantity and Condition Code received unless the Inventory Freeze Flag is set at 3. Items under Inventory Freeze Flag 3 cause a message stating that the receipt may not be processed until the inventory is completed.

(3) If the Inventory Freeze Flag is not set at 3 and the Condition Code of the item is A, the system checks the Activity Due-Out File to see if the items received can be used to satisfy any due-outs. If there are due-outs, the system generates a due-out release (MRO) for all or part of the quantity received. If there are no due-outs on the Activity Due-Out File, the system generates a location bin ticket showing the quantity received went to storage.

(4) The system creates an Asset Status Report (DIC YB1) to notify SARSS2A of the change to the on-hand balance, updating their Custodial ABF. This transaction goes to the Transaction-Out File for routing to SARSS2A.

e. To exit the process, follow the instructions at the bottom of the screen.

**8.2.5 Receipt from Defense Reutilization and Marketing Office (DRMO) (D6J).** There will be occasions where SARSS2AC/B may direct the DRMO to ship serviceable items to the SSA. When SARSS2AC/B uses this procedure, the SSA receives supply status identifying the source of supply. You may identify receipts from DRMO by checking the Ship From field of the DD Form 1348-1 accompanying the items.

- a. To process DIC D6J transactions, enter **D6J** on the action line and press <Esc>. The screen changes, allowing you to enter the document number (figure 8.2-23).

```

DATE: MM/DD/YY                                SARSS1 DRMO                                TIME: HH:MM:SS
                                              D6J

DOCUMENT NUMBER.....
                                DODAAC   DATE   SER NR

ACTION:                                <=== ENTER COMMAND TO SELECT YOUR PROCESS                                SCREEN 0151
<HOME>=HELP                            MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

```

Figure 8.2-23. D6J Document Number Entry Screen

b. Enter the document number and press <Esc> to display the screen in figure 8.2-24.

```

DATE: MM/DD/YY                                SARSS1 DRMO                                TIME: HH:MM:SS
                                              D6J

DOCUMENT NUMBER..... W4MAIN   0157   J015
                      DODAAC   DATE   SER NR
STOCK NUMBER ..... 001506583
QUANTITY ..... 00002
TEMP LOCATION.....

UNIT OF ISSUE..... EA
CONDITION CODE ..... A

ACTION:                                     SCREEN 0154
<HOME>=HELP                               <=== ENTER COMMAND TO SELECT YOUR PROCESS
MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

```

Figure 8.2-24. Receipt From DRMO Screen

c. Verify all fields. Make any changes necessary to correspond with the receipt document and press <Esc>. If any errors occur, the system displays a prompt to correct them. If the data passes all edits, the system processes the receipt. After processing the receipt, the system returns to the Document Number Entry screen (figure 8.2-23).

d. If the document number does not match the Activity File, the system displays the screens in figures 8.2-25 and 8.2-26. Follow the screens instructions to continue this process.

```

DATE: MM/DD/YY                                SARSS1 DRMO                                TIME: HH:MM:SS
                                           D6J

DOCUMENT NUMBER ..... W4546f    0230    J001
                        DODAAC    DATE    SER NR

VERIFY
Record Not On Activity File
Correct/Change Document Number
Press <Esc> to Continue

ACTION:                                <=== ENTER COMMAND TO SELECT YOUR PROCESS                                SCREEN 0151
<HOME>=HELP                            MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

```

Figure 8.2-25. DRMO Error Screen 1

```

DATE: MM/DD/YY                                SARSS1 DRMO                                TIME: HH:MM:SS
                                              D6J

DOCUMENT NUMBER..... WTUTRC    0011    J254
                      DODAAC    DATE    SER NR

DRMO OKAY

ERROR
You Have Selected The Receipt From DRMO Process.  There Is No Matching D/I.
Verify This Is A DRMO Receipt By Entering An "N" By "DRMO OKAY"
Else Change Or Correct Document Number
Press <Esc> To Continue

ACTION:                                <=== ENTER COMMAND TO SELECT YOUR PROCESS                                SCREEN 0151
<HOME>=HELP                            MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

```

Figure 8.2-26. DRMO Error Screen 2

e. Verify that the document number was entered correctly. If the document number is wrong, correct the entry and press <Esc>. If the document number is correct, enter **N** next to DRMO OKAY and press <Esc>. The system displays the screen in figure 8.2-27.

|   |  |      |                       |
|---|--|------|-----------------------|
| DATE: MM/DD/YY                                    | SARSS1 DRMO RECEIPT<br>D6J                                   |      | TIME: HH:MM:SS        |
| DOCUMENT NUMBER .....                             | W45MQF   | 8101 | J513                  |
|   | DODAAC   | DATE | SER NR                |
| STOCK NUMBER .....                                | 000668888  |      | UNIT OF ISSUE..... EA |
| QUANTITY .....                                    | 00001  |      | CONDITION CODE..... A |
| TEMP LOCATION.....                                |  |      |                       |
| ENTER TYPE HERE==>                                |  |      |                       |
| NOTE:   |  |      |                       |
| ENTER STOCK NUMBER TYPE IN "ENTER TYPE HERE==>"   |  |      |                       |
| NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |  |      |                       |
| ACTION:   | <== ENTER COMMAND TO SELECT YOUR PROCESS                     |      | SCREEN 0191           |
| <HOME>=HELP                                       | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |      |                       |

Figure 8.2-27. D6J Manual Input Screen

f. Enter the required data and press <Esc> to process the receipt. The system processes the receipt and returns to a blank Document Number Entry screen.

g. Issuable receipts are used to fill due-outs (if any) or are posted to the ABF as residual stocks with Ownership/Purpose Code A (general issue) unless the Inventory Freeze Flag is set at 3. Items under Inventory Freeze Flag 3 will display a message stating that the receipt may not be processed until the inventory is completed. An image of the receipt transaction goes to SARSS2A to update the Custodial ABF. An image also goes to the SARSS2B Document History File.

**8.2.6 Receipt From Temporary Loan (D6N).** The loan of these items was recorded and maintained on the Suspense and Activity Files with a DIC of DFN. These records are retained on file until the items are returned by the customer or the customer informs the SSA the items will not be returned.

a. Return of loan items requires the processing of the DIC D6N. To process a D6N transaction, enter **D6N** on the action line and press <Esc>. The screen in figure 8.2-28 appears.

|   |                              |                |
|---|------------------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 TEMPORARY LOAN<br>D6N | TIME: HH:MM:SS |
| DOCUMENT NUMBER.....  |                              |                |
|   | DODAAC                       | DATE SER NR    |
| ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0151<br><HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                              |                |

Figure 8.2-28. SARSS1 Temporary Loan D6N Screen

b. Enter the document number and press <Esc>.

(1) If there is a matching document number on the Activity File, the screen in figure 8.2-29 is displayed.

|   |                              |                        |
|---|------------------------------|------------------------|
| DATE: MM/DD/YY  | SARSS1 TEMPORARY LOAN<br>D6N | TIME: HH:MM:SS         |
| DOCUMENT NUMBER..... WTUTRA 5309 1000   |                              |                        |
|   | DODAAC                       | DATE SER NR            |
| STOCK NUMBER .....  | 000000001                    | UNIT OF ISSUE..... EA  |
| QUANTITY.....   | 00003                        | CONDITION CODE ..... A |
| TEMP LOCATION.....  |                              |                        |
| ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0154<br><HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                              |                        |

Figure 8.2-29. SARSS1 Temporary Loan (Verification) Screen

(2) If there is no matching document number on the Activity File, an error message appears on the SARSS1 Temporary Loan screen (figure 8.2-30). If the document number was entered correctly and matches the unit's documentation, notify your supervisor for instructions. If the document number was entered incorrectly, enter the correct document number and press <Esc>.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 TEMPORARY LOAN<br>D6N  | TIME: HH:MM:SS |
| DOCUMENT NUMBER..... WTUTRA 5309 1111<br>DODAAC DATE SER NR  |   |                |
| VERIFY<br>Record Not On Activity File<br>Correct/Change Document Number<br>Press <Esc> To Continue |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0151    |

Figure 8.2-30. SARSS1 Temporary Loan D6N (Error Msg)

c. Verify all fields. Make any changes necessary to correspond with the receipt documentation and press <Esc>. The system edits the transaction for any discrepancies and prompts you to correct the error (if any).

(1) If the ABF Record for this item is under inventory with a Freeze Flag of 3, the system will not allow the receipt to be processed. Otherwise, issuable items are used to fill due-outs (if any) and are posted to the ABF with O/P Code A.

(2) Transactions are produced to update the Custodial ABF at SARSS2A and document history at SARSS2B. When the transaction passes all edits, the system displays the message in figure 8.2-31.

|  |   |                       |
|--|---|-----------------------|
| DATE: MM/DD/YY   | SARSS1 TEMPORARY LOAN<br>D6N  | TIME: HH:MM:SS        |
| DOCUMENT NUMBER .....                                      | WTUTRA 5309 1000  |                       |
|  | DODAAC DATE SER NR  |                       |
| STOCK NUMBER.....  | 000000001   | UNIT OF ISSUE..... EA |
| QUANTITY .....   | 00001   | CONDITION CODE..... A |
| TEMP LOCATION .....  |   |                       |
| IF THE ASSETS ARE NOT BEING RETURNED ENTER "Y" HERE =====> |   |                       |
| ACTION:<br><HOME>=HELP                                     | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0154           |

Figure 8.2-31. SARSS1 Temporary Loan D6N Screen (Asset Return Prompt)

d. If assets are not being returned to the SSA, enter **Y** and press <Esc>. This means that the customer retaining the item(s) wishes to complete an issue for the item(s) and close the Loan Record on the Suspense File.



(1) After you enter **Y** and press <Esc>, the message in figure 8.2-32 appears with the cursor positioned in the date field of the document number.

|  |   |                        |
|--|---|------------------------|
| DATE: MM/DD/YY   | SARSS1 TEMPORARY LOAN<br>D6N  | TIME: HH:MM:SS         |
| DOCUMENT NUMBER.....   | WTUTRA 5309 1000  |                        |
|  | DODAAC DATE SER NR  |                        |
| STOCK NUMBER .....   | 000000001   | UNIT OF ISSUE ..... EA |
| QUANTITY.....  | 00001   | CONDITION CODE..... A  |
| TEMP LOCATION .....  |   |                        |
| IF THE ASSETS ARE NOT BEING RETURNED ENTER "Y" HERE =====> Y                                     |   |                        |
| NOTE:<br>Enter New Customer Document Number to Process The Issue.<br>And Press <Esc> to Continue |   |                        |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0154            |

Figure 8.2-32. SARSS1 Temporary Loan D6N (New Doc #) Screen

(2) If the customer is retaining all or any part of the loan quantity, they must provide the SSA with a new document number to process an issue. Enter the new document number and press <Esc>. The system returns to a blank SARSS1 Temporary Loan D6N screen.

(a) The system generates a D6N receipt using the original loan document number and the returned quantity to close the loan in full or part.

(b) The new document number provided by the customer is used to charge the customer for receiving the item(s).

(c) The following will be output to SARSS2B: D6N with 1Q in rp 65-66 to show receipt of the loan items; D9D to decrement assets in O/P L and A5\_ with RED-PRICE-CD in rp 72 and L in rp 73. The system then returns a blank SARSS1 Temporary Loan D6N screen.

(3) If the quantity being retained by the customer is less than the original loan transaction quantity (Activity File), the remainder is considered as still on loan. The system will update the DFN on the Activity and Suspense Files.

e. If assets are being returned, press <Esc> and the system displays a percentage prompt (figure 8.2-33) which is used to charge the customer a percentage of the full item cost as a user fee.

|   |   |                       |
|---|---|-----------------------|
| DATE: MM/DD/YY  | SARSS1 TEMPORARY LOAN<br>D6N  | TIME: HH:MM:SS        |
| DOCUMENT NUMBER .....   | WTUTRA 5309 1000  |                       |
|   | DODAAC DATE SER NR  |                       |
| STOCK NUMBER .....  | 00000001  | UNIT OF ISSUE..... EA |
| QUANTITY .....  | 00002   | CONDITION CODE..... A |
| TEMP LOCATION .....   |   |                       |
| <p>Enter The Percent Of The Full Price The Customer Is To Be<br/>Charged For The Use Of The Asset. This Is To Be By Increments<br/>Of 5%. If The Customer Is To Be Charged Full Price Enter 100%<br/>If The Customer Is To Be Charged Half Price Enter 50%. Enter        %.</p> |   |                       |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0154           |

Figure 8.2-33. SARSS1 Temporary Loan D6N (Percentage Prompt) Screen

(1) The customer will be charged the full price if you enter 100%. The percentage amount charged for loan of the item will be provided by your supervisor or by your organizational SOP.

(2) Once you have entered the percentage and pressed <Esc>, the system returns to a blank SARSS1 Temporary Loan D6N screen.

f. If the quantity is less than the original loan quantity (Activity File), the customer is only charged for the quantity returned. The remaining quantity is still on loan, and the Activity and Suspense Files are updated accordingly.

### **8.2.7 Receipt From Procurement (D4S).**

a. Receipt of supplies from procurement sources introduces new requirements to the SARSS1 processing procedures. Listed below are some of the things which affect the processing of procurement receipts.

(1) Receipts from vendors can come from central or local procurements. Authorized procurement delivery documents accompany each shipment in accordance with the Federal Acquisition Regulation (FAR). Supplies received from commercial sources may come to the receiving activity with either a DD Form 1348-1 (DOD Single Line Item Release/Receipt Document), DD Form 250 (Materiel Inspection and Receiving Report), DD Form 1155 (Order for Supplies or Services), or a commercial invoice.

(2) The procurement instrument identification number (PIIN) is on the Activity Due-In Suffix File. SARSS2A provides the PIIN on a supply status transaction, DIC ZHM. If the required PIIN has not been

posted to the Activity Due-In Suffix File, the system will provide a verification message. The operator may continue processing the receipt by entering Y to override when prompted by the system.

(3) Activity Due-In Header and Suffix Files for local purchase receipts with discrepancies remain open pending replacement or disposition of the items.

(4) When receiving an item, the unit of issue and quantity on the receipt must match the ABF unit of issue. If there is a discrepancy, review the receipt and change the unit of issue and quantity to match the ABF. The quantity, when checked against the unit of issue, may need to be adjusted.

b. To process DIC D4S transactions, enter **D4S** on the action line and press <Esc>. The screen in figure 8.2-34 appears.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 LOCAL PURCHASE<br>D4S  | TIME: HH:MM:SS |
| DOCUMENT NUMBER ..... W4MAIN 9007 0078<br>DODAAC DATE SER NR |   |                |
| ACTION:<br><HOME>=HELP                                       | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0151    |

Figure 8.2-34. D4S Document Number Entry Screen

c. Enter the document number and press <Esc>. If a matching document number is found on the Activity File, the screen in figure 8.2-35 is displayed.

|   |  |                       |
|---|--|-----------------------|
| DATE: MM/DD/YY  | SARSS1 LOCAL PURCHASE<br>D4S                                 | TIME: HH:MM:SS        |
| <br>  |  |                       |
| DOCUMENT NUMBER .....   | W4MAIN 0007 0078   |                       |
|   | DODAAC DATE SER NR   |                       |
| STOCK NUMBER .....  | 030040550  | QUANTITY..... 00002   |
| LONG PART NUMBER .....  |  |                       |
| PIIN NUMBER.....  | MDA51590C0901  | UNIT OF ISSUE..... EA |
| TEMP LOCATION.....  |  |                       |
| <br>  |  |                       |
| IF THERE IS A DISCREPANCY IN THIS SHIPMENT ENTER AN "X" HERE =====> |  |                       |
| VERIFY ALL FIELDS.  |  |                       |
| (CONDITION CODE WILL DEFAULT TO "A")                                |  |                       |
| <br>  |  |                       |
| ACTION:   | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0155           |
| <HOME>=HELP   | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                       |

Figure 8.2-35. D4S Local Purchase Verification Screen

d. The purchase order (PO)/contract number must match the PIIN on the Activity File. If it does not, do not process the transaction; contact procurement. If there is a discrepancy in the shipment, enter **X** in the appropriate field. The Condition Code will default to A if the field is blank. Enter the Suffix Code, if applicable, and verify all fields. Press <Esc>. The system edits the transaction for any discrepancies. If there are any errors, a message prompts you to correct the error; otherwise, the system processes the receipt. The issuable assets are used to fill due-outs (if any) or are posted to the ABF under Ownership/Purpose Code A. Inventory Freeze Flags set by the system are checked. If the item is under Inventory Freeze Flag 3, the receipt may not be processed until the inventory is complete d. An image of the receipt transaction goes to SARSS2A to update the Custodial ABF. An image also goes to the Document History File at SARSS2B. The system returns to a blank document number entry screen.

e. If DIC D4S does not match the Activity File, error messages appear on the DIC D4S Document Number Entry screen (figure 8.2-36) with a prompt to correct the document number.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 LOCAL PURCHASE<br>D4S  | TIME: HH:MM:SS |
| DOCUMENT NUMBER..... W4MAIN 0009 8005<br>DODAAC DATE SER NR  |   |                |
| VERIFY<br>Record Not On Activity File<br>Correct/Change Document Number<br>Press <Esc> To Continue |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0151    |

Figure 8.2-36. Error Message on D4S Document Number Entry Screen

f. Either correct the document number and press <Esc> or, if the document number is correct, press <Esc> and the screen in figure 8.2-37 appears.

|   |   |                       |
|---|---|-----------------------|
| DATE: MM/DD/YY  | SARSS1 LOCAL PURCHASE<br>D4S  | TIME: HH:MM:SS        |
| DOCUMENT NUMBER..... WTUTRA 8045 2121<br>DODAAC DATE SER NR   |   |                       |
| STOCK NUMBER .....  | 3030000412922   | QUANTITY..... 00005   |
| LONG PART NUMBER .....  |   |                       |
| PIIN NUMBER.....  |   | UNIT OF ISSUE..... SE |
| TEMP LOCATION.....  |   |                       |
| IF THERE IS A DISCREPANCY IN THIS SHIPMENT ENTER AN "X" HERE =====><br>ENTER SUFFIX CODE IF APPLICABLE AND VERIFY ALL FIELDS.<br>(CONDITION CODE WILL DEFAULT TO "A") |   |                       |
| ERROR<br>Receipt Can NOT Be Processed<br>No Record On File Contact Procurement<br>Press <Esc> To Continue   |   |                       |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0155           |

Figure 8.2-37. D4S Manual Input Screen

g. Enter the required data and press <Esc>. The system edits the input, and any errors or additional instructions appear on the screen. Follow the messages to complete processing of the receipt document.

h. Once the required data is entered, the system edits the transaction. If the stock number and unit of issue match the ABF/Catalog and the quantity and Condition Code are valid, the system checks for a matching duplicate document number record.

(1) If no match exists, the system checks to see if the DODAAC entered is on the DODAAF. If so, the system displays the following error message: "Receipt Can NOT be Processed. No Record on File Contact Procurement Press <Esc> to Continue." The system then returns to a blank D4S Document Number Entry screen. Notify the SSA supervisor when this occurs.

(2) If a matching record is found on the Duplicate Document Number File, the system checks to see if procurement is authorized for SARSS1 on the Parameter File. If authorized for procurement, the system displays the following message: "Duplicate Shipment. Cannot Process. Contact Procurement. Assets Placed in CC L and ROD Output." This message tells you that the assets have been placed in Condition Code L (Suspended) and a report of discrepancy (ROD) has been produced. If SARSS1 is not authorized for procurement, the system displays the following message: "Duplicate Shipment. SARSS2A Has Been Notified and Assets Placed in CC L."

i. If there is a discrepancy in shipment received from a procurement source, enter **X** in the appropriate field (figure 8.2-38) and press <Esc>.

```

DATE: MM/DD/YY                                LOCAL PURCHASE RECEIPT                                TIME: HH:MM:SS
                                                D4S

DOCUMENT NUMBER..... W4MAIN   9007   0078
                                DODAAC   DATE   SER NR
STOCK NUMBER ..... 1005030040550          QUANTITY..... 00002
LONG PART NUMBER .....
PIIN NUMBER ..... MDA51589C0901          UNIT OF ISSUE..... EA
TEMP LOCATION .....

IF THERE IS A DISCREPANCY IN THIS SHIPMENT ENTER AN "X" HERE =====> X
ENTER SUFFIX CODE IF APPLICABLE AND VERIFY ALL FIELDS.

(CONDITION CODE WILL DEFAULT TO "A")

ACTION:                                     <=== ENTER COMMAND TO SELECT YOUR PROCESS                                SCREEN 0155
<HOME>=HELP                               MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

```

Figure 8.2-38. D4S Receipt with a Discrepancy Noted



(2) If you choose the Damaged Shipment selection, the screen in figure 8.2-40 appears. Follow the screen instructions to indicate the quantities damaged and undamaged, and press <Esc>.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 DAMAGED SHIPMENT   | TIME: HH:MM:SS |
| DOCUMENT NO.   | W4MAIN10925002  | SUFFIX CODE    |
|  | DODAAC DATE SER NO  |                |
| STOCK NO.  | 1005030040550   | UI EA          |
| QUANTITY RECEIVED DAMAGED  |   |                |
| QUANTITY RECEIVED NOT DAMAGED  |   |                |
| ENTER SUFFIX CODE (IF APPLICABLE) AND QUANTITIES, THEN<br>VERIFY/CORRECT STOCK NUMBER AND UNIT OF ISSUE. (DAMAGED QUANTITY WILL<br>DEFAULT TO COND CODE "L" AND UNDAMAGED WILL DEFAULT TO<br>COND CODE "A".) |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0157    |

Figure 8.2-40. Damaged Shipment Screen



(3) If you choose the Shortage Shipment selection, the screen in figure 8.2-41 appears. Follow the instructions to specify the shortage and press <Esc>.

|  |               |  |        |                  |
|--|---------------|--|--------|------------------|
| DATE: MM/DD/YY   |               | SARSS1 SHORTAGE IN SHIPMENT                                  |        | TIME: HH:MM:SS   |
| DOCUMENT NO.   | W4MAIN        | 1092   | 0005   | SUFFIX CODE      |
|  | DODAAC        | DATE   | SER NO |                  |
| STOCK NO.  | 5330010598396 |  |        | UNIT OF ISSUE EA |
| QUANTITY ON SHIPPING DOCUMENT  |               |  |        |                  |
| QUANTITY ACTUALLY RECEIVED   |               |  |        |                  |
| VERIFY/CORRECT STOCK NUMBER AND UNIT OF ISSUE. ENTER SUFFIX CODE<br>(IF APPLICABLE) AND QUANTITIES |               |  |        |                  |
| ACTION:  |               | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |        | SCREEN 0158      |
| <HOME>=HELP  |               | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |        |                  |

Figure 8.2-41. Shortage In Shipment Screen

(4) If you choose the Overage Shipment selection, the screen in figure 8.2-42 appears. Follow the instructions on the screen to specify the overage and press <Esc>.

|  |   |                  |
|--|---|------------------|
| DATE: MM/DD/YY   | SARSS1 OVERAGE IN SHIPMENT  | TIME: HH:MM:SS   |
| DOCUMENT NO.   | W45FWD 1002 1501<br>DODAAC DATE SER NO  | SUFFIX CODE      |
| STOCK NO.  | 9910000815310   | UNIT OF ISSUE EA |
| QUANTITY ON SHIPPING DOCUMENT<br>QUANTITY ACTUALLY RECEIVED  |   |                  |
| VERIFY/CORRECT STOCK NUMBER AND UNIT OF ISSUE. THEN ENTER SUFFIX AND<br>QUANTITIES. (OVERAGE QTY WILL BE PLACE IN COND<br>CODE "L" PENDING RECEIPT OF DISPOSITION INSTRUCTIONS.) |   |                  |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0159      |

Figure 8.2-42. Overage In Shipment Screen

(5) If you choose the Wrong Item Shipment selection, the screen in figure 8.2-43 appears. Follow the instructions on the screen to detail the discrepancy and identify the item mistakenly shipped, then press <Esc>.

|   |  |   |
|---|--|---|
| DATE: MM/DD/YY  | WRONG ITEM RECEIVED<br>D4S   | TIME: HH:MM:SS                                    |
| DOCUMENT NUMBER   | W45MAIN 8201 2629<br>DODAAC DATE SER NR  | SUFFIX CODE                                       |
| STOCK NUMBER ON SHIPPING DOCUMENT..... 1660000704606  |  |   |
| STOCK NUMBER OF INVALID ITEM RECEIVED.....  |  |   |
| QUANTITY OF INVALID ITEM .....  |  |   |
| UNIT OF ISSUE OF INVALID ITEM .....   |  |   |
| ENTER STOCK NUMBER, QUANTITY AND UNIT OF ISSUE.<br>INVALID ITEM WILL BE PLACED IN COND CD "L" PENDING DISPOSITION INSTRUCTIONS. |  |   |
| ENTER TYPE HERE==>  |  |   |
| NOTE:   |  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| ENTER STOCK NUMBER TYPE FOR WRONG STOCK NUMBER<br>IN "ENTER TYPE HERE==>"   |  |   |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0160                                       |

Figure 8.2-43. Wrong Item Received Screen

**8.2.8 Receipt Override Log.** When an operator overrides a duplicate, overage, RIC SHP, DRMO not due-in, or a local purchase receipt without a PIIN transaction, it will be written to the Operator Override File. This file is used later to generate the Receipt Override Log (see appendix C).

a. If there are records on the Operator Override File, the receipt Override Log will automatically print when Close-Out is executed. The Receipt Override Log can also be printed at any time by entering the **PROLOG** command on the action line and pressing <Esc>. The screen in figure 8.2-44 appears.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY                                    | SARSS1 PRINT RECEIPT OVERRIDE LOG   | TIME: HH:MM:SS |
| ENTER 'X' FOR ALL                                 |   |                |
| OR  |   |                |
| ENTER DATE OR DATE RANGE                          |   |                |
| FROM:   | YYMMDD  |                |
| TO:   | YYMMDD (ONLY FOR DATE RANGE)  |                |
| Enter Printer Number Desired And Press <Esc> ===> |   |                |
| ACTION:<br><HOME>=HELP                            | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1743    |

Figure 8.2-44. SARSS1 Print Receipt Override Log Screen

b. Enter **X** for all records on the Operator Override File or enter a date range for specific records. Enter the appropriate printer number, and press <Esc>. The system will display the message: "YOUR FORMATTED REPORT HAS BEEN SENT TO THE LETTER SIZE (LQ) QUEUE." When this queue is put on line, the Receipt Overage Log will print.

**8.2.9 Batch AMS Receipts Process (AMSREC).** Refer to paragraph 8.9.5 for a detailed explanation of this process.

**8.3 Denial/Issue Release Confirmation (DIC).** The command for Denial/Issue Release Confirmation (DIC) appears on the Storage Support Menu; however, the processes accessed by this command are discussed in detail in Section 16.

**8.3.1 Materiel Receipt Acknowledgment (MRA).** The Approved Military Change Letter (AMCL) Update Process will establish and update supply due-in records for all requisitions (pulled or pushed) being supplied from wholesale stock and provide enhanced materiel receipt acknowledgment to the wholesale level.

a. When the wholesale supplier has not received an acknowledgment of receipt, a DIC DRF (Follow-up For Delinquent Materiel Receipt Acknowledgment) is generated and sent to SARSS1.

(1) SARSS1 will process the DRF transaction in the AMCL Update Process and check the non-receipt time limit. If the DIC DRF has a matching Activity File record, document number, and Suffix Code, the AMCL Update Process creates a DIC DRB (Materiel Receipt Acknowledgment Reply to Follow-up) transaction with a Discrepancy Indicator Code F in rp 63 and the quantity not received in rp 25-29. The DIC DRB transaction is forwarded to SARSS2B through the Transactions-Out Process.

(2) If the DIC DRF does not match an Activity File record, a DIC DRB transaction will be created with a Discrepancy Indicator B in rp 63 and the quantity from the DIC DRF transaction in rp 25-29. The DIC DRB transaction is sent to SARSS2B through the Transactions-Out Process.

b. SARSS1 Processes affected by the AMCL Update Process are:

(1) *Transactions-In Process*. This process will accept DIC DRF and DIC ASH (Pseudo Shipment Status For Unconfirmed Materiel Release Orders) transactions from Source of Supply.

(2) *Receipt Process*. When a DD Form 1348-1 with a wholesale RIC in rp-6 is received, a DIC DRA (Materiel Receipt Acknowledgment) transaction is created with the received quantity in rp 25-29 and a Discrepancy Indicator Code in rp 63. If the received quantity is the shipment quantity, rp 63 is blank.

(3) *Status Process*. DIC ASH transactions will be processed as normal shipping status and update all existing files. The date the DIC ASH transaction was generated (rp 57-59) will be used as the date released to carrier or estimated shipment date for the due-in Activity record.

(4) *Print Process*. The Report of Discrepancy (ROD), AJT003, will include a Discrepancy Indicator Code and explanation in the Remarks block of the report.

(5) *Transactions-Out and Close-Out Processes*. These processes route DIC DRA and DIC DRB to SARSS2B.

**8.4 Location Maintenance Menu (LOC).** The Location Maintenance Menu lists four processes: Location Maintenance, Change Condition Code, Create Bin Labels, and Locator List. The Location Maintenance Process lets you add, change, or delete data used to ensure the ABF Storage Locator Files are posted with current storage location information. When location changes occur, the system automatically generates bin labels and location add/change/delete notices. To select Location Maintenance from the Storage Support Menu, enter **LOC** on the action line and press <Esc>. The Location Maintenance Menu (figure 8.4-1) appears.

| DATE: MM/DD/YY  | SARSS1 LOCATION MAINTENANCE MENU                             | TIME: HH:MM:SS |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
|---|--|----------------|---------|---|-------------|-------------|--|---------------------------|------|---------------------------------|------|------------------------|------|-------------------|
| <table><thead><tr><th>COMMAND</th><th>PROCESS</th></tr><tr><td>++++++</td><td>+++++</td></tr></thead><tbody><tr><td>MLOC</td><td>&lt;=== LOCATION MAINTENANCE</td></tr><tr><td>CLOC</td><td>&lt;=== CHANGE CONDITION CODE DATA</td></tr><tr><td>BINL</td><td>&lt;=== CREATE BIN LABELS</td></tr><tr><td>LIST</td><td>&lt;=== LOCATOR LIST</td></tr></tbody></table> |  |                | COMMAND | PROCESS                                   | ++++++      | +++++       | MLOC   | <=== LOCATION MAINTENANCE | CLOC | <=== CHANGE CONDITION CODE DATA | BINL | <=== CREATE BIN LABELS | LIST | <=== LOCATOR LIST |
| COMMAND   | PROCESS  |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| ++++++  | +++++  |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| MLOC  | <=== LOCATION MAINTENANCE                                    |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| CLOC  | <=== CHANGE CONDITION CODE DATA                              |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| BINL  | <=== CREATE BIN LABELS                                       |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| LIST  | <=== LOCATOR LIST  |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| <table><tbody><tr><td>ACTION:</td><td>&lt;=== ENTER COMMAND TO SELECT YOUR PROCESS</td><td>SCREEN 0008</td></tr><tr><td>&lt;HOME&gt;=HELP</td><td>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT</td><td></td></tr></tbody></table>   |  |                | ACTION: | <=== ENTER COMMAND TO SELECT YOUR PROCESS | SCREEN 0008 | <HOME>=HELP | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                           |      |                                 |      |                        |      |                   |
| ACTION:   | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0008    |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |
| <HOME>=HELP   | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |         |   |             |             |  |                           |      |                                 |      |                        |      |                   |

Figure 8.4-1. Location Maintenance Menu

**8.4.1 Location Maintenance (MLOC).** This process lets you add or delete locations by Condition Code for a particular NIIN, MCN, or PN. Up to 20 sets of Location/Condition Code (LOC/COND-CD) data can be entered through this process. Locations must contain five to nine alphanumeric characters, no embedded spaces, and no special characters. If the stock number is not on the ABF, go to the Catalog Build Process to add the stock number before proceeding with Location Maintenance. To access the Location Maintenance Process, enter **MLOC** on the action line and press <Esc>. The system displays the screen shown in figure 8.4-2.

|                             |  |   |
|-----------------------------|--|---|
| DATE: MM/DD/YY              | SARSS1 LOCATION MAINTENANCE  | TIME: HH:MM:SS                                    |
| <br>                        |  |   |
| ENTER STOCK NUMBER:         | TYPE:  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| <br>PRESS <Esc> TO CONTINUE |  |   |
| <br>                        |  |   |
| ACTION:<br><HOME>=HELP      | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0307                                       |

Figure 8.4-2. Location Maintenance Data Entry Screen

a. On this screen, enter the stock number and type stock number, and press <Esc>.

(1) If the stock number is not on the ABF or Catalog File, go to the Catalog Build Process to build a Catalog Record. Then go to the Post Voluntary Counts Inventory Process and pick up the quantity on hand on the ABF. When actions are complete, the system will allow entry of the storage location.

(2) If the stock number is valid, the system displays all locations and Condition Codes for the stock number entered (figure 8.4-3).

|   |    |  |    |                 |    |                |    |
|---|----|--|----|-----------------|----|----------------|----|
| DATE: MM/DD/YY                                  |    | SARSS1 LOCATION MAINTENANCE                                  |    |                 |    | TIME: HH:MM:SS |    |
| STOCK NUMBER: 2995002482824                     |    |  |    |                 |    |                |    |
| ENTER: "A" FOR ADD OR "D" FOR DELETE:           |    |  |    |                 |    |                |    |
| ENTER:  |    | LOCATION:  |    | CONDITION CODE: |    |                |    |
| PRESS <Esc> TO CONTINUE                         |    |  |    |                 |    |                |    |
| LOCATION  | CC | LOCATION   | CC | LOCATION        | CC | LOCATION       | CC |
| A0101   | A  | ABC12  | A  | B1285           | A  | 12345          | D  |
| B5432   | F  |  |    |                 |    |                |    |
| NOTE:<br>Press <F10> to enter new Stock Number. |    |  |    |                 |    |                |    |
| ACTION:   |    | <== ENTER COMMAND TO SELECT YOUR PROCESS                     |    |                 |    | SCREEN 0300    |    |
| <HOME>=HELP                                     |    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |    |                 |    |                |    |

Figure 8.4-3. System Display of Location Maintenance Data Screen



b. To add a new location, enter the new location and Condition Code and press <Esc>. The next screen shows that the system accepted the entries and took the appropriate action (figure 8.4-4). Bin label and location add data regarding the location addition go to the Bin Labels and Location Add/Change/Delete Notice Print files automatically.

|   |    |  |    |          |    |                |    |
|---|----|--|----|----------|----|----------------|----|
| DATE: MM/DD/YY  |    | SARSS1 LOCATION MAINTENANCE                                  |    |          |    | TIME: HH:MM:SS |    |
| STOCK NUMBER: 2995002482824   |    |  |    |          |    |                |    |
| ENTER: "A" FOR ADD OR "D" FOR DELETE: A   |    |  |    |          |    |                |    |
| ENTER: LOCATION: 23456  |    | CONDITION CODE: D  |    |          |    |                |    |
| LOCATION  | CC | LOCATION   | CC | LOCATION | CC | LOCATION       | CC |
| A0101   | A  | ABC12  | A  | B1285    | A  | K001A          | A  |
| 12345   | A  | B5432  | F  |          |    |                |    |
| NOTE:<br>Adding LOCATION to the Storage Locator File and sending BIN<br>LABEL and LOCATION, ADD, CHANGE, DELETE NOTICE to print file. |    |  |    |          |    |                |    |
| Press <Esc> to continue   |    |  |    |          |    |                |    |
| ACTION:   |    | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |    |          |    | SCREEN 0300    |    |
| <HOME>=HELP   |    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |    |          |    |                |    |

Figure 8.4-4. Message Indicating Action Taken Screen

c. Press <Esc> to display the screen in figure 8.4-5. Verify that the new location is on the location list. The cursor returns to the add/delete line.

|   |    |  |    |                   |    |                |    |
|---|----|--|----|-------------------|----|----------------|----|
| DATE: MM/DD/YY                                  |    | SARSS1 LOCATION MAINTENANCE  |    |                   |    | TIME: HH:MM:SS |    |
| STOCK NUMBER: 2995002482824                     |    |  |    |                   |    |                |    |
| ENTER: "A" FOR ADD OR "D" FOR DELETE: _         |    |  |    |                   |    |                |    |
| ENTER:  |    | LOCATION: _____  |    | CONDITION CODE: _ |    |                |    |
| LOCATION  | CC | LOCATION   | CC | LOCATION          | CC | LOCATION       | CC |
| A0101   | A  | ABC12  | A  | B1285             | A  | K001A          | A  |
| 12345   | D  | 23456  | D  | B5432             | F  |                |    |
| NOTE:<br>Press <F10> to enter new Stock Number. |    |  |    |                   |    |                |    |
| ACTION:<br><HOME>=HELP                          |    | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |    |                   |    | SCREEN 0300    |    |

Figure 8.4-5. System Display of New Locations Added Screen

d. To process location deletions, enter **D** for delete. The cursor automatically moves to the Location field. Enter the location to be deleted and the Condition Code, and press <Esc>. This removes the old location from the list of locations. The cursor returns to the add/delete line. The delete message is shown in figure 8.4-6.

|  |    |  |    |                |    |
|--|----|--|----|----------------|----|
| DATE: MM/DD/YY   |    | SARSS1 LOCATION MAINTENANCE                                  |    | TIME: HH:MM:SS |    |
|  |    | STOCK NUMBER: 2910000030183                                  |    |                |    |
|  |    | ENTER: "A" FOR ADD OR "D" FOR DELETE: D                      |    |                |    |
| ENTER: LOCATION: ABCAA   |    | CONDITION CODE: A  |    |                |    |
| LOCATION   | CC | LOCATION   | CC | LOCATION       | CC |
| GRW08  | A  | ABCAA  | A  | ABCAA1         | H  |
| <br>NOTE:<br>Deleting LOCATION from the Storage Locator File and sending<br>LOCATION, ADD, CHANGE, OR DELETE NOTICE to print file.<br>Press <Esc> to continue. |    |  |    |                |    |
| ACTION:  |    | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |    | SCREEN 0300    |    |
| <HOME>=HELP  |    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |    |                |    |

Figure 8.4-6. System Display of Deleting Location Message

e. If you try to delete a location-Condition Code combination for an item with an on-hand balance and no other location for that stock number with that Condition Code exists on the ABF Storage Locator File, the system displays an error message. At least one location for each stock number and Condition Code combination with an on-hand balance must remain on the Storage Locator File at all times. Location delete notice data goes to the appropriate Print File automatically for valid delete transactions. The error message when only one location is available is shown in figure 8.4-7.

|   |    |  |  |                |  |
|---|----|--|--|----------------|--|
| DATE: MM/DD/YY  |    | SARSS1 LOCATION MAINTENANCE                                  |  | TIME: HH:MM:SS |  |
| STOCK NUMBER: 2910000030201   |    |  |  |                |  |
| ENTER: "A" FOR ADD OR "D" FOR DELETE: D   |    |  |  |                |  |
| ENTER: LOCATION: GRW12  |    | CONDITION CODE: A  |  |                |  |
| LOCATION  | CC |  |  |                |  |
| GRW12   | A  |  |  |                |  |
| <br>NOTE:<br>This location CANNOT be deleted because an on-hand balance exists<br>and no other locations are recorded. You must ADD a location for<br>this Condition Code before the current location may be deleted or<br>Press <F10> to enter a new Stock Number. |    |  |  |                |  |
| ACTION:   |    | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |  | SCREEN 0300    |  |
| <HOME>=HELP   |    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |  |                |  |

Figure 8.4-7. System Display of Location Cannot Be Deleted When On Hand Balance Exists With No Other Locations Available.

f. To continue performing location maintenance, press <F10>; the screen changes to allow entry of a new stock number.

**8.4.2 Change Condition Code (CLOC).** This process lets you record a transfer of assets between Condition Codes. The old Condition Code and stock number must be recorded on the ABF for this process to work. Changing Condition Codes requires adjustment of on-hand quantities. The system generates internal increase (DIC D8C) and decrease adjustment (DIC D9C) transactions, updates the appropriate files, and, when necessary, creates an Inventory Adjustment Report (DA Form 444).

a. To access the Change Condition Code Process, enter **CLOC** on the action line and press <Esc>. The screen in figure 8.4-8 appears.

|   |   |                     |
|---|---|---------------------|
| DATE: MM/DD/YY                                  | SARSS1 CHANGE CONDITION CODE  | TIME: HH:MM:SS      |
| STOCK NUMBER.....                               | TYPE:   | NSN/MCN = S         |
| OLD CONDITION CODE.....                         |   | PART NO = P         |
| NEW CONDITION CODE.....                         |   | (DEFAULT = NSN/MCN) |
| OLD LOCATION .....                              |   |                     |
| NEW LOCATION .....                              |   |                     |
| QTY CHANGED .....                               |   |                     |
| Enter required data and Press <Esc> to continue |   |                     |
| ACTION:<br><HOME>=HELP                          | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0305         |

Figure 8.4-8. Change Condition Code Screen

b. To make a Condition Code change, enter the correct data in the appropriate fields and press <Esc>. The input data elements are edited to make sure they are correct. If the input data elements do not pass edit, an error message prompt appears to correct and re-input the data.

**NOTE:** Items in Condition Code L cannot be changed in this process. See figure 8.4-9 for the screen message.

| DATE: MM/DD/YY   | SARSS1 CHANGE CONDITION CODE   | TIME: HH:MM:SS      |
|--|--|---------------------|
| STOCK NUMBER ..... 1005000680513      TYPE: S  |  | NSN/MCN = S         |
| OLD CONDITION CODE ..... L   |  | PART NO = P         |
| NEW CONDITION CODE ..... A   |  | (DEFAULT = NSN/MCN) |
| OLD LOCATION..... UNKNOWN  |  |                     |
| NEW LOCATION..... BACAA  |  |                     |
| QTY CHANGED ..... 10   |  |                     |
| Enter required data and Press <Esc> to continue  |  |                     |
| NOTE:<br>Condition Code "L" may not be changed in this process, you must use Directed<br>Disposition of Stock Process. |  |                     |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0305         |

Figure 8.4-9. Condition Code "L" Cannot Be Changed Screen

c. If the quantity changed is more than the on-hand balance for the old Condition Code, a verification message appears asking you to verify the input data. If it is correct, press <Esc> to continue. The system processes the transaction and automatically starts an inventory (using Inventory Freeze Flag 1) for all Condition Codes of that stock number.

d. When all entries have passed edits, the screen changes to a blank Change Condition Code Data screen. The system updates locator records, and creates and sends to print bin labels and location change notifications for the new Condition Code.

**8.4.3 Create Bin Labels (BINL).** This process is an interactive way to create bin labels to replace those lost or damaged. Bin labels contain alphanumeric data and bar code information necessary to identify storage locations. During the daily operations, SARSS1 generates bin labels automatically from Inventory, Location Survey, Location Maintenance, changes in unit of issue, Pilferage Code, or catalog data. To access the interactive Bin Label Process, enter **BINL** on the action line and press <Esc>. The system displays the menu shown in figure 8.4-10.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 BIN LABEL SELECTION MENU  | TIME: HH:MM:SS |
| OPTION<br>*****   | SELECTIONS<br>*****  |                |
| -   | CREATE BIN LABEL BY NIIN   |                |
| -   | CREATE BIN LABEL BY NIIN & CONDITION CODE  |                |
| -   | CREATE BIN LABEL BY LOCATION, OR RANGE OF LOCATIONS  |                |
| Enter 'X' by desired option and press <Esc> to continue |  |                |
| ACTION:<br><HOME>=HELP                                  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0301    |

Figure 8.4-10. Bin Label Selection Menu

a. The three options on the Bin Label Selection Menu let you create the labels in the most convenient sequence. When you select the option to create bin labels by NIIN, the screen in figure 8.4-11 appears.

|                                     |  |   |
|-------------------------------------|--|---|
| DATE: MM/DD/YY                      | SARSS1 CREATE BIN LABEL BY NIIN  | TIME: HH:MM:SS                                    |
| STOCK NUMBER:                       | TYPE:  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| ENTER STOCK NUMBER OR NIIN AND TYPE |  |   |
| PRESS <Esc> TO CONTINUE             |  |   |
| ACTION:<br><HOME>=HELP              | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0302                                       |

Figure 8.4-11. Create Bin Label by NIIN Screen

b. Enter the stock number and type stock number, and press <Esc>. The system displays a working message and then returns to the Bin Label Selection Menu.



c. The second option on the Bin Label Selection Menu is Create Bin Label By NIIN & Condition Code. When you select this option, the screen in figure 8.4-12 appears.

|  |  |   |
|--|--|---|
| DATE: MM/DD/YY                                       | SARSS1 CREATE BIN LABEL BY NIIN &<br>CONDITION CODE  | TIME: HH:MM:SS                                    |
| STOCK NUMBER:.....<br>CONDITION CODE:.....           | TYPE:  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| ENTER STOCK NUMBER OR NIIN, TYPE, AND CONDITION CODE |  |   |
| PRESS <Esc> TO CONTINUE                              |  |   |
| ACTION:<br><HOME>=HELP                               | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0303                                       |

Figure 8.4-12. Create Bin Label by NIIN & Condition Code Screen

d. Enter the desired stock number, type stock number, and Condition Code and press <Esc>. The screen displays a working message and then returns to the Bin Label Selection Menu.

e. The last option on the Bin Label Selection Menu is Create Bin Label By Location or Range of Locations. This selection displays the screen in figure 8.4-13.

|                                |  |                |
|--------------------------------|--|----------------|
| DATE: MM/DD/YY                 | SARSS1 CREATE BIN LABEL  | TIME: HH:MM:SS |
| BY                             |  |                |
| LOCATION OR RANGE OF LOCATIONS |  |                |
| LOCATION 1                     | (ENTER SINGLE LOCATION OR<br>BEGINNING OF LOCATION RANGE)  |                |
| LOCATION 2                     | (ENTER ENDING LOCATION IF<br>USING A LOCATION RANGE)   |                |
| PRESS <Esc> TO CONTINUE        |  |                |
| ACTION:<br><HOME>=HELP         | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0304    |

Figure 8.4-13. Create Bin Label by Location or Range of Locations Screen

f. Enter a single location or location range and press <Esc>. If you are entering a range of locations, remember that numerical values are less than alphabetical values. i.e.; AAA11 is less than AAAAAA. The system displays a working message and then returns to the Bin Label Selection Menu. Continue processing, or select another process by typing the appropriate command on the action line and pressing <Esc>.

g. Error messages appear in all three options if there is no matching ABF Storage Locator Record for the item being processed. An incorrect NIIN or Condition Code will also cause an error message. Verify the input data and enter. If the NIIN is valid and not on the ABF, go to the Catalog Build Process to build a Catalog Record for that NIIN. Then invoke the Post Voluntary Counts Inventory Process to pick up the quantity for the stock number that was not on the ABF. After completing these actions, add the location for the item through MLOC, which will create a bin label automatically.

h. When you create bin labels, the system sends the data to the Print File. To print the data, enter **RSEL** on the action line and press <Esc>. The screen in figure 8.4-14 appears.

|  |  |   |                                |                |        |
|--|--|---|--------------------------------|----------------|--------|
| DATE: MM/DD/YY   |  | SARSS1 PRINT SELECTION                                  |                                | TIME: HH:MM:SS |        |
| OPTION SELECTION   |  | QTY TO  | OPTION SELECTION               |                | QTY TO |
|  |  | PRINT   |                                |                | PRINT  |
| *****  |  | *****   | *****                          |                | *****  |
| BIN LABELS   |  | 00371   | LOCATION ADD/CHG/DEL NOTICE    |                | 00016  |
| PURCHASE REQUEST/COMMITMENT  |  | 00000   | CATALOG BUILD REPORT           |                | 00000  |
| INVENTORY ADJUSTMENT REPORT  |  | 00000   | MANAGER ERROR REPORT           |                | 00000  |
| MAINTENANCE REQUEST  |  | 00000   | RE-IDENTIFY STOCK NUMBER RPT   |                | 00000  |
| REPORT OF DISCREPANCY  |  | 00003   | LOCATION SURVEY REPORT         |                | 00000  |
| LOCATION LIST OPTIONS  |  | 01895   | NON-AUTOMATED CUST STATUS LIST |                | 00009  |
| LOCATION SVY/ACY EXCEP RPT   |  | 00000   | CONVERSION FACTOR REPORT       |                | 00000  |
| LCA RESPONSE REPORT  |  | 00000   | CUSTOMER RECONCILIATION RPT    |                | 00000  |
| CONFIRMATION/DENIAL REPORT   |  | 00000   |                                |                |        |
| ENTER 'X' BY REPORTS TO BE PRINTED OR PRESS <F3> FOR ADDITIONAL SELECTIONS |  |   |                                |                |        |
| Enter Printer Number Desired and Press <Esc>=====                          |  |   |                                |                |        |
| ACTION:  |  | <=== ENTER COMMAND TO SELECT YOUR PROCESS               |                                | SCREEN 1400    |        |
| <HOME>=HELP  |  | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = |                                | QUIT           |        |

Figure 8.4-14. SARSS1 Print Selection (1 of 2) Screen

i. From this screen, enter **X** by Bin Labels and press <Esc>. The system displays a working message and a message that bin labels are being sent to the Bin Labels Queue (figure 8.4-15). Be sure that the thermal printer has bin label stock loaded in it before continuing. Bar-coded bin labels may be printed only on the thermal printer.

| DATE: MM/DD/YY  |                             | SARSS1 PRINT SELECTION |                                | TIME: HH:MM:SS |              |
|---|-----------------------------|------------------------|--------------------------------|----------------|--------------|
| OPTION  | SELECTION                   | QTY TO PRINT           | OPTION                         | SELECTION      | QTY TO PRINT |
| *****   |                             |                        |                                |                |              |
| X   | BIN LABELS                  | 00007                  | LOCATION ADD/CHG/DEL NOTICE    |                | 00000        |
|   | PURCHASE REQUEST/COMMITMENT | 00000                  | CATALOG BUILD REPORT           |                | 00000        |
|   | INVENTORY ADJUSTMENT REPORT | 00000                  | MANAGER ERROR REPORT           |                | 00000        |
|   | MAINTENANCE REQUEST         | 00000                  | RE-IDENTIFY STOCK NUMBER RPT   |                | 00000        |
|   | REPORT OF DISCREPANCY       | 00000                  | LOCATION SURVEY REPORT         |                | 00000        |
|   | LOCATION LIST OPTIONS       | 00542                  | NON-AUTOMATED CUST STATUS LIST |                | 00000        |
|   | LOCATION SVY/ACY EXCEP RPT  | 00000                  | CONVERSION FACTOR REPORT       |                | 00000        |
|   | LCA RESPONSE REPORT         | 00000                  | CUSTOMER RECONCILIATION REPORT |                | 00000        |
|   | CONFIRMATION/DENIAL REPORT  | 00000                  |                                |                |              |
| <p>ENTER 'X' BY REPORTS TO BE PRINTED OR PRESS &lt;F3&gt; FOR ADDITIONAL SELECTIONS</p> <p>Enter Printer Number Desired and Press &lt;Esc&gt;=====</p>        |                             |                        |                                |                |              |
| <p>Working...</p> <p>Bin Labels are Being Sent to the Bin Labels Queue</p>  |                             |                        |                                |                |              |
| <p>ACTION: &lt;=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1400</p> <p>&lt;HOME&gt;=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT</p> |                             |                        |                                |                |              |

Figure 8.4-15. SARSS1 Print Selection (2 of 2) Screen

j. The Print Queue must be on-line before printing of the labels can start. Enter **QSEL** on the action line and press <Esc>. Enter **X** by the Bin Labels Printer Queue option and press <Esc>. To exit this process, follow the instructions at the bottom of the screen.

**8.4.4 Locator List (LIST).** This process lets you print a listing of all ABF storage locations, all unknown locations, or a list of NIIN-Condition Code combinations with multiple locations. To access this process, enter **LIST** on the action line and press <Esc>. The system displays the screen shown in figure 8.4-16.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 LOCATION LIST OPTIONS   | TIME: HH:MM:SS |
| LOCATOR LIST (COOP)  |  |                |
| UNKNOWN LOCATION LIST  |  |                |
| MULTIPLE LOCATION LIST   |  |                |
| LOCATION SURVEY (PRINT)  |  |                |
| ENTER AN "X" NEXT TO THE OPTION DESIRED  |  |                |
| ENTER THE NUMBER OF MULTIPLE LOCATIONS (1-20) HERE   |  |                |
| PRESS <Esc> TO CONTINUE  |  |                |
| NOTE: The Multiple Location List will include all stock numbers<br>with recorded locations that exceed the number entered. |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0312    |

Figure 8.4-16. SARSS1 Location List Options Screen

**8.4.4.1 Locator List (COOP).** This process provides a listing of all storage locations in NIIN and Condition Code sequence. This listing is necessary for manual use of the Locator File when SARSS1 is not operational.

a. To start this process, enter **X** beside the Locator List selection and press <Esc>. The system displays a message to be sure this is the selection desired. Since this process takes a long time to run on the system, it is recommended that it be run during a slow production period. To continue, press <Esc> and the system generates the listing and sends it to print.

b. While this process is running, the system displays a working message and shows the number of ABF Records processed (in increments of 100).

c. Next, select the Location List Options selection from the RSEL Menu. The screen changes to the Print Location List Options screen. Enter **X** beside Locator List (COOP) and press <Esc> to send the Locator List (COOP) to the Print Queue.

d. Place the Letter Size Forms Printer Queue on line to print the listing.

**8.4.4.2 Unknown Location List.** This process provides a list of all stock numbers with an on-hand balance for which there is no recorded location in SARSS1.

a. To start this process, enter **X** beside the Unknown Location List selection and press <Esc>. The system displays a working message and the total number of ABF Records processed (in increments of

100). When the process finishes, the system displays the total number of unknown locator records generated.

b. Press <Esc> to send the listing to RSEL.

c. Next, select the Location List Options selection on the RSEL Menu and press <Esc>. On the Print Location List Menu, enter **X** next to the Unknown Location List selection and press <Esc>. The display returns to the RSEL Menu and states that the Unknown Location List is being sent to the Letter Size Forms Print Queue.

d. Place the Letter Size Forms Printer Queue on line to print the listing.

**8.4.4.3 Multiple Location List.** This process allows you to produce a list of ABF storage locations for each NIIN and Condition Code combination with multiple locations. This list will be in NIIN and Condition Code sequence. The listing is necessary to perform location maintenance and storage management functions.

a. To start this process, enter **X** beside the Multiple Location List selection. Enter a number from 1-20 in the designated field and press <Esc>. The system generates a listing of all NIIN and Condition Code combinations that have more recorded locations than the number entered. For example, if you enter 3 in the 1-20 field, the system generates a report that consists of all NIIN and Condition Code combinations with more than three locations.

b. Press <Esc> to create the Multiple Location List and send it to RSEL. Go to the RSEL selection, enter **X** beside the Location List Options, and press <Esc>.

c. On the Print Location List Menu, enter **X** next to the Multiple Location List selection and press <Esc>. The screen will return to the RSEL Menu and display the message that the Multiple Location List is being sent to the Letter Size Forms Print Queue.

d. Go to QSEL, place the Letter Size Forms Printer Queue on-line, and press <Esc>.

**8.4.4.4 Location Survey (Print).** This process allows the user to create a manual location survey list by location range, **ALL**, or for a wall-to-wall survey. Select Location Survey (Print) from the SARSS1 Location List Options screen (figure 8.4-16).

a. When the SARSS1 Start Location Survey (Print) screen appears, enter **ALL**, a single location, or a range of locations. The system will create a Location Survey Report and send it to RSEL.

b. To print the list, go to RSEL and select Location Survey Report. Then go to QSEL and put the Letter-Size Forms Print Queue on line if the report does not begin printing immediately.

**8.4.4.5 Location Accuracy Using the PDCD.** If your SSA uses portable data collection devices, you may use this equipment to perform Location Survey and Location Accuracy Processes. These functions are used to verify the accuracy of the location data maintained in the system. Both the MROC Radio Frequency and Store & Forward modes can be used to accomplish these functions. The following steps apply to Radio Frequency processing. (For Store & Forward processing procedures, refer to appendix G.) When the PDCD Master Menu appears, make your selection based on the following criteria.

- a. Use the Location Survey selection to ensure that location data recorded on the ABF matches the actual contents of the storage location.
- b. The Location Accuracy selection is used to verify location accuracy through a random survey of locations at the direction of your supervisor.
- c. To begin either process, log on to the PDCD. When the Master Menu appears, enter the number 9 for the process desired and press <Enter> when in the Store and Forward Mode. The SARSS1 Location Accuracy screen (figure 8.4-17) appears.

| MM/DD/YY             | ACCURACY | HH:MM |
|----------------------|----------|-------|
| LOCATION:            |          |       |
| CONDITION CODE:      |          |       |
| UNIT OF ISSUE:       |          |       |
| SN:                  |          |       |
| <br>                 |          |       |
| F1 ACCURACY COMPLETE |          |       |
| F3 ACCURACY PAUSE    |          |       |
| F5 LAST RECORD       |          |       |

Figure 8.4-17. SARSS1 Location Accuracy Screen

**NOTE:** Both Location Accuracy and Location Survey display identical screens and are processed following the same procedures. Be certain you select the correct option.

- (1) At the bottom of the screen are three function key selections.
  - (a) <F1> Accuracy Complete, indicates that the process has been completed.
  - (b) <F3> Accuracy Pause, allows the user to pause or break from the process.
  - (c) <F5> Last Record, allows the user to view the last record scanned.
- (2) The upper portion of the screen includes blank data fields for location, Condition Code, unit of issue, and stock number. Input this data by scanning each line of the bin label with the PDCD.
  - (a) If the scan is successful, the PDCD will beep once on each line. When this occurs, the PDCD screen will prompt you to scan another location.

(b) If the bin label cannot be scanned, press <Enter> on the PDCD keypad to enter the data manually.

1 When <Enter> is pressed, the PDCD highlights the location field. Enter the location exactly as it appears on the bin label and press <Enter> again.

2 Next, the PDCD highlights the Condition Code field. Enter the Condition Code exactly as it appears on the bin label and press <Enter>.

3 The PDCD now highlights the Unit of Issue field. Enter the required data exactly as it appears on the bin label and press <Enter>.

4 The last field highlighted by the PDCD is the Stock Number field. Again, enter the required data exactly as it appears on the bin label and press <Enter>.

5 Once these data entries are complete, the PDCD screen prompts you to scan a new location.

(c) When the accuracy of locations is complete, press <F1> to end the PDCD Location Accuracy Process. The following screens will appear:

1 If in the Store and Forward mode, you must go to the MROC Supervisor Menu.

2 Choose the Store and Forward selection. The screen in figure 8.4-18 will appear.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 MROC SUPERVISOR MENU   | TIME: HH:MM:SS |
| <p>PROCESS<br/>+++++</p> <p>&lt;===CREATE/REVIEW CUSTOMER<br/>&lt;===MRO MANAGEMENT<br/>&lt;===ISSUE MRO REVIEW<br/>&lt;===MRO HISTORY REVIEW<br/>&lt;===BIN TICKET REVIEW<br/>&lt;===MRO REPORTS SELECTION<br/>&lt;===PDCD RELOAD INSTRUCTIONS<br/>X &lt;===STORE &amp; FORWARD SELECTIONS<br/>&lt;===PDCD CONFIGURATION</p> <p>ENTER "X" BY PROCESS TO BE EXECUTED AND PRESS &lt;ESC&gt;</p> |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0500    |

Figure 8.4-18. SARSS1 MROC Supervisor Menu Screen



3 Place an **X** beside Receive From PDCD. The screen in figure 8.4-19 will appear.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 MROC STORE FORWARD   | TIME: HH:MM:SS |
| ENTER "X" BY PROCESS TO BE EXECUTED AND PRESS <ESC>                                      |   |                |
| PROCESS  |   |                |
| +++++  |   |                |
|  | <===TRANSFER TO PDCD  |                |
| X  | <===RECEIVE FROM PDCD   |                |
| NOTE: Remove your battery from docking station before transferring or<br>Receiving data. |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1804    |

Figure 8.4-19. SARSS1 MROC Store Forward Screen

4 Follow the directions from the screen shown in figure 8.4-20 to retrieve data from the PDCD.

|   |                     |                |
|---|---------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 MROC RECEIVE | TIME: HH:MM:SS |
| Store and Forward PDCD FILE RETRIEVAL   |                     |                |
| In order to RETRIEVE File(s) from the PDCD, You must MINIMIZE this SARSS<br>session by clicking on the UNDERSCORE ICON in the UPPER RIGHT HAND CORNER<br>Then click on the 'SF RECEIVE' ICON on the Workstation Desktop Screen.<br>Follow the Instructions on the screen to correctly retrieve the files<br>from the PDCD.<br>PRESS <ESC> upon returning from Retrieval Process Files |                     |                |
| <F3><br>QUIT  | <HOME><br>HELP      | SCREEN 1802    |

Figure 8.4-20. SARSS1 MROC Receive Screen

5 Return to the PDCD and press “1” to transfer files from the PDCD.

6 A message will be displayed (figure 8.4-21) stating all files have been processed.  
Press <Esc> to continue.

|                                       |                     |                |
|---------------------------------------|---------------------|----------------|
| DATE: MM/DD/YY                        | SARSS1 MROC RECEIVE | TIME: HH:MM:SS |
| All files have been processed         |                     |                |
| Press <ESC> to Continue or F3 to Quit |                     |                |
| <F3><br>QUIT                          | <HOME><br>HELP      | SCREEN 1802    |

Figure 8.4-21. SARSS1 MROC Files Process Screen

7 An error message (figure 8.4-22) will be displayed if there were no files to retrieve.

|   |                     |                |
|---|---------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 MROC RECEIVE | TIME: HH:MM:SS |
| Store and Forward PDCD FILE RETRIEVAL                       |                     |                |
| DATA FILE RETRIEVAL FAILED                                  |                     |                |
| No DATA FILE(S) exist on WORKSTATION. Nothing to Retrieve.  |                     |                |
| Ensure you ran the 'SF RECEIVE' program on the Workstation. |                     |                |
| Press <ESC> to Continue or F3 to Quit                       |                     |                |
| <F3><br>QUIT  | <HOME><br>HELP      | SCREEN 1802    |

Figure 8.4-22. Data Retrieval Failed Screen.

d. Once the process ends, the system automatically generates a Location Survey/Accuracy Exceptions Report (figure 8.4-23) and routes it to the SARSS1 Print Report Selection Menu (RSEL) on the SARSS1 terminal. This report will list any exceptions (mismatches) to data on the ABF. Supervisors can use this report to determine whether any location corrections are required.

|                                   |   |            |            |              |            |
|-----------------------------------|---|------------|------------|--------------|------------|
| DATE: MM/DD/YY                    | LOCATION SURVEY/ACCURACY EXCEPTIONS REPORT  |            |            |              | PCN-AJT009 |
| SSA DODAAC: W4546F                | USER ID: U999   |            |            |              | PAGE 1     |
| LOCATION                          | FSC   | NIIN       | COND<br>CD | NOMENCLATURE | REMARKS    |
| AAAAA                             |   | 000000011A | A          |              | 2          |
| DATE: MM/DD/YY                    | LOCATION SURVEY/ACCURACY EXCEPTIONS REPORT  |            |            |              | PCN-AJT009 |
| SSA DODAAC: W4546F                | USER ID: U999   |            |            |              | PAGE 2     |
| REMARKS 1:                        | LOCATION DATA ADDED TO ABF LOCATOR FILE. IF STOCK NUMBER UNDER INVENTORY NO COUNT DOCUMENT WAS CREATED FOR THIS LOCATION. INSURE QTY IN THIS LOCATION IS ADDED TO FINAL COUNT. IF NOT UNDER INVENTORY STOCK NUMBER WAS PLACED UNDER INVENTORY.  |            |            |              |            |
| REMARKS 2:                        | NO ABF/CATALOG RECORD. VERIFY THE LOCATION IS VALID, BUILD CATALOG AND ADD LOCATION OR INITIATE POST VOLUNTARY COUNTS INVENTORY AS REQUIRED.  |            |            |              |            |
| REMARKS 3:                        | RECORDED ABF LOCATION NOT VERIFIED. SURVEY THE LOCATION TO DETERMINE VALIDITY, AND DELETE THROUGH LOCATION MAINTENANCE PROCESS IF NO LONGER REQUIRED. IF THE FSC AND NOMEN ARE MISSING FROM THIS LISTING, NO ABF OR CATALOG EXISTS FOR THIS NIIN/COND-CD. BUILD CATALOG AND INITIATE INVENTORY AS REQUIRED. |            |            |              |            |
| REMARKS 4:                        | BIN LABEL UNIT OF ISSUE DID NOT MATCH CATALOG UNIT OF ISSUE, NEW BIN LABEL CREATED. STOCK NUMBER PLACED UNDER INVENTORY.  |            |            |              |            |
| REMARKS 5:                        | BIN LABEL FSC DID NOT MATCH CATALOG FSC. NEW BIN LABEL CREATED.   |            |            |              |            |
| NUMBER OF LOCATIONS SURVEYED:     |   |            |            |              | 00007      |
| NUMBER OF LOCATION DISCREPANCIES: |   |            |            |              | 00001      |
| LOCATION ACCURACY:                |   |            |            |              | 00085 %    |

Figure 8.4-23. Location Survey/Accuracy Exceptions Report

**8.4.4.6 Location Survey Using the PDCD.** If your SSA uses portable data collection devices, you may use this equipment to perform Location Survey and Location Accuracy Processes. These functions are used to verify the accuracy of the location data maintained in the system. Both the MROC Radio Frequency and Store & Forward modes can be used to accomplish these functions. The following steps apply to Radio Frequency processing. When the PDCD Master Menu appears, make your selection based on the following criteria.

- a. Use the Location Survey selection to ensure that location data recorded on the ABF matches the actual contents of the storage location.
- b. The Location Survey selection is used to verify location accuracy through a random survey of locations at the direction of your supervisor.
- c. To begin either process, log on to the PDCD. When the Master Menu appears, enter the number 6 for the process desired and press <Enter>. The SARSS1 Location Survey screen (figure 8.4-24) appears.

| MM/DD/YY           | SURVEY | HH:MM |
|--------------------|--------|-------|
| LOCATION:          |        |       |
| CONDITION CODE:    |        |       |
| UNIT OF ISSUE:     |        |       |
| SN:                |        |       |
| <br>               |        |       |
| F1 SURVEY COMPLETE |        |       |
| F3 SURVEY PAUSE    |        |       |
| F5 LAST RECORD     |        |       |

Figure 8.4-24. SARSS1 Location Survey Screen

**NOTE:** Both Location Accuracy and Location Survey display identical screens and are processed following the same procedures. Be certain you select the correct option.

- (1) At the bottom of the screen are three function key selections.
  - (a) <F1> Accuracy Complete, indicates that the process has been completed.
  - (b) <F3> Accuracy Pause, allows the user to pause or break from the process.
  - (c) <F5> Last Record, allows the user to view the last record scanned.
- (2) The upper portion of the screen includes blank data fields for location, Condition Code, unit of issue, and stock number. Input this data by scanning each line of the bin label with the PDCD.
  - (a) If the scan is successful, the PDCD will beep once on each line. When this occurs, the PDCD screen will prompt you to scan another location.

(b) If the bin label cannot be scanned, press <Enter> on the PDCD keypad to enter the data manually.

1 When <Enter> is pressed, the PDCD highlights the location field. Enter the location exactly as it appears on the bin label and press <Enter> again.

2 Next, the PDCD highlights the Condition Code field. Enter the Condition Code exactly as it appears on the bin label and press <Enter>.

3 The PDCD now highlights the Unit of Issue field. Enter the required data exactly as it appears on the bin label and press <Enter>.

4 The last field highlighted by the PDCD is the Stock Number field. Again, enter the required data exactly as it appears on the bin label and press <Enter>.

5 Once these data entries are complete, the PDCD screen prompts you to scan a new location.

(c) When the accuracy of locations is complete, press <F1> to end the PDCD Location Accuracy Process. The following screens will appear:

d. Once the process ends, the system automatically generates a Location Survey/Accuracy Exceptions Report (figure 8.4-25) and routes it to the SARSS1 Print Report Selection Menu (RSEL) on the SARSS1 terminal. This report will list any exceptions (mismatches) to data on the ABF. Supervisors can use this report to determine whether any location corrections are required.

|                                   |   |  |            |              |            |
|-----------------------------------|---|--|------------|--------------|------------|
| DATE: MM/DD/YY                    |   | LOCATION SURVEY/ACCURACY EXCEPTIONS REPORT |            |              | PCN-AJT009 |
| SSA DODAAC: W4546F                |   | USER ID: U999                              |            |              | PAGE 1     |
| LOCATION                          | FSC   | NIIN                                       | COND<br>CD | NOMENCLATURE | REMARKS    |
| Aaaaa                             |   | 000000011A                                 | A          |              | 2          |
| DATE: MM/DD/YY                    |   | LOCATION SURVEY/ACCURACY EXCEPTIONS REPORT |            |              | PCN-AJT009 |
| SSA DODAAC: W4546F                |   | USER ID: U999                              |            |              | PAGE 2     |
| REMARKS 1:                        | LOCATION DATA ADDED TO ABF LOCATOR FILE. IF STOCK NUMBER UNDER INVENTORY NO COUNT DOCUMENT WAS CREATED FOR THIS LOCATION. INSURE QTY IN THIS LOCATION IS ADDED TO FINAL COUNT. IF NOT UNDER INVENTORY STOCK NUMBER WAS PLACED UNDER INVENTORY.  |  |            |              |            |
| REMARKS 2:                        | NO ABF/CATALOG RECORD. VERIFY THE LOCATION IS VALID, BUILD CATALOG AND ADD LOCATION OR INITIATE POST VOLUNTARY COUNTS INVENTORY AS REQUIRED.  |  |            |              |            |
| REMARKS 3:                        | RECORDED ABF LOCATION NOT VERIFIED. SURVEY THE LOCATION TO DETERMINE VALIDITY, AND DELETE THROUGH LOCATION MAINTENANCE PROCESS IF NO LONGER REQUIRED. IF THE FSC AND NOMEN ARE MISSING FROM THIS LISTING, NO ABF OR CATALOG EXISTS FOR THIS NIIN/COND-CD. BUILD CATALOG AND INITIATE INVENTORY AS REQUIRED. |  |            |              |            |
| REMARKS 4:                        | BIN LABEL UNIT OF ISSUE DID NOT MATCH CATALOG UNIT OF ISSUE, NEW BIN LABEL CREATED. STOCK NUMBER PLACED UNDER INVENTORY.  |  |            |              |            |
| REMARKS 5:                        | BIN LABEL FSC DID NOT MATCH CATALOG FSC. NEW BIN LABEL CREATED.   |  |            |              |            |
| NUMBER OF LOCATIONS SURVEYED:     |   | 00007                                      |            |              |            |
| NUMBER OF LOCATION DISCREPANCIES: |   | 00001                                      |            |              |            |
| LOCATION ACCURACY:                |   | 00085 %                                    |            |              |            |

Figure 8.4-25. Location Survey/Accuracy Exceptions Report

#### **8.4.4.7 Location Survey for Store and Forward.**

a. To begin, log on to the PDCD. When the Master Menu appears, enter the number 8 for the process desired and press <Enter>. The SARSS1 Location Survey screen (figure 8.4-26) appears.

| MM/DD/YY                                    | SURVEY | HH:MM |
|---|--------|-------|
| LOCATION:                                   |        |       |
| CONDITION CODE:                             |        |       |
| UNIT OF ISSUE:                              |        |       |
| SN:   |        |       |
| <input type="checkbox"/> F1 SURVEY COMPLETE |        |       |
| <input type="checkbox"/> F3 SURVEY PAUSE    |        |       |
| <input type="checkbox"/> F5 LAST RECORD     |        |       |

Figure 8.4-26. SARSS1 Location Survey Screen Store and Forward

**NOTE:** Both Location Accuracy and Location Survey display identical screens and are processed following the same procedures. Be certain you select the correct option.

b. After pressing <F1> to complete the survey, the SARSS1 MROC Receive screen (screen number 1802) will appear. You must do the following to transfer the files from the PDCD to the workstation. You must minimize the SARSS Session, press transfer on the PDCD, and click “SF Receive” on the Workstation Desktop Screen.

c. Place an **X** beside Store and Forward Selections on the SARSS1 MROC Supervisor Menu.

d. Place an **X** beside the Receive From PDCD selection on the SARSS1 MROC Store Forward screen to continue receiving data from the PDCD.



e. Once the process ends, the system automatically generates a Location Survey/Accuracy Exceptions Report (figure 8.4-27) and routes it to the SARSS1 Print Report Selection Menu (RSEL) on the SARSS1 terminal. This report will list any exceptions (mismatches) to data on the ABF. Supervisors can use this report to determine whether any location corrections are required.

|                                   |   |  |            |              |            |
|-----------------------------------|---|--|------------|--------------|------------|
| DATE: MM/DD/YY                    |   | LOCATION SURVEY/ACCURACY EXCEPTIONS REPORT |            |              | PCN-AJT009 |
| SSA DODAAC: W4MAIN                |   | USER ID: U981                              |            |              | PAGE 1     |
| LOCATION                          | FSC   | NIIN                                       | COND<br>CD | NOMENCLATURE | REMARKS    |
| Aaaaa                             | 1005  | 011114201                                  | A          | RACK         | 1          |
| DATE: MM/DD/YY                    |   | LOCATION SURVEY/ACCURACY EXCEPTIONS REPORT |            |              | PCN-AJT009 |
| SSA DODAAC: W4MAIN                |   | USER ID: U981                              |            |              | PAGE 2     |
| REMARKS 1:                        | LOCATION DATA ADDED TO ABF LOCATOR FILE. IF STOCK NUMBER UNDER INVENTORY NO COUNT DOCUMENT WAS CREATED FOR THIS LOCATION. INSURE QTY IN THIS LOCATION IS ADDED TO FINAL COUNT. IF NOT UNDER INVENTORY STOCK NUMBER WAS PLACED UNDER INVENTORY.  |  |            |              |            |
| REMARKS 2:                        | NO ABF/CATALOG RECORD. VERIFY THE LOCATION IS VALID, BUILD CATALOG AND ADD LOCATION OR INITIATE POST VOLUNTARY COUNTS INVENTORY AS REQUIRED.  |  |            |              |            |
| REMARKS 3:                        | RECORDED ABF LOCATION NOT VERIFIED. SURVEY THE LOCATION TO DETERMINE VALIDITY, AND DELETE THROUGH LOCATION MAINTENANCE PROCESS IF NO LONGER REQUIRED. IF THE FSC AND NOMEN ARE MISSING FROM THIS LISTING, NO ABF OR CATALOG EXISTS FOR THIS NIIN/COND-CD. BUILD CATALOG AND INITIATE INVENTORY AS REQUIRED. |  |            |              |            |
| REMARKS 4:                        | BIN LABEL UNIT OF ISSUE DID NOT MATCH CATALOG UNIT OF ISSUE, NEW BIN LABEL CREATED. STOCK NUMBER PLACED UNDER INVENTORY.  |  |            |              |            |
| REMARKS 5:                        | BIN LABEL FSC DID NOT MATCH CATALOG FSC. NEW BIN LABEL CREATED.   |  |            |              |            |
| NUMBER OF LOCATIONS SURVEYED:     |   |  |            | 00002        |            |
| NUMBER OF LOCATION DISCREPANCIES: |   |  |            | 00001        |            |
| LOCATION ACCURACY:                |   |  |            | 00050 %      |            |

Figure 8.4-27. Location Survey/Accuracy Exceptions Report

**8.5 Inventory Process (INV).** The Inventory Process automates the production, management, and processing of inventory count control documents and the posting of results to the ABF. Cyclic and special inventory requirements may be satisfied by using this process.

a. You can begin the process, or the system can initiate it automatically. The Denial, Close-Out, and Status-In Processes can invoke the Inventory Process, or it can result from the Catalog Update Process.

b. The process creates Inventory Control File Records for each stock number, Condition Code, and Location Code combination and assigns an Inventory Freeze Flag (see appendix B). The flag identifies the type of inventory and freeze criteria. Based on inventory menu selections, the process creates Inventory Control File Records and flags all corresponding ABF Balance Records with the related Inventory Freeze Flag Indicator.

c. You may print the inventory count control documents or download them to a PDCD. Count control documents for sensitive items must go to print.

d. Remember that all recorded locations for the stock number/Condition Code combination must be counted and posted before inventory processing logic accepts or rejects the results.

e. From the Storage Support Menu, enter **INV** on the action line and press <Esc>. The screen changes to the SARSS1 Inventory Menu (figure 8.5-1).

| DATE: MM/DD/YY | SARSS1 INVENTORY MENU  | TIME: HH:MM:SS |
|----------------|--|----------------|
| COMMAND        | PROCESS  |                |
| +++++          | +++++  |                |
| SILC           | <=== START INVENTORY BY LOCATION                             |                |
| SISN           | <=== START INVENTORY BY STOCK NUMBER                         |                |
| SISI           | <=== START INVENTORY FOR SENSITIVE ITEMS/SNT ITEMS           |                |
| PVC            | <=== POST VOLUNTARY COUNTS                                   |                |
| PIC            | <=== POST INTERACTIVE INVENTORY COUNTS                       |                |
| CXSN           | <=== CANCEL INVENTORY FOR STOCK NUMBER                       |                |
| CXDN           | <=== CANCEL INVENTORY FOR COUNT CONTROL DOCUMENT             |                |
| ISM            | <=== INVENTORY STATUS MANAGEMENT                             |                |
| CCD            | <=== ASSIGN COUNT CONTROL DOCUMENT NUMBER                    |                |
| DCCR           | <=== DETAILED COUNT CONTROL DOCUMENT REVIEW                  |                |
|                |  |                |
| ACTION:        | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0011    |
| <HOME>=HELP    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |

Figure 8.5-1. SARSS1 Inventory Menu

**8.5.1 Start Inventory by Location (SILC).** This selection lets you perform an inventory on a single location, a range of locations, or wall-to-wall (all locations in the SSA). Location entries must be at least five but no more than nine alphanumeric characters with no embedded spaces or special characters. You may specify from one to three Condition Codes or leave the field blank to have an inventory performed for all Condition Codes within the location range or location selected.

a. To start an inventory by location, enter **SILC** on the action line and press <Esc>. The system displays the screen in figure 8.5-2.

|   |                              |                |
|---|------------------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 INVENTORY BY LOCATION | TIME: HH:MM:SS |
| LOCATION 1 _____ (Enter a Location, the Starting Location of a range or 'ALL' for a Wall-to-Wall Inventory)   |                              |                |
| LOCATION 2 _____ (Enter the ending Location for a Range)  |                              |                |
| CONDITION CODE(S)    _ _ _    (Optional entry)  |                              |                |
| NOTE: You may specify from one to three Condition Codes. ALL CONDITION CODES WITHIN THE LOCATION OR RANGE WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition Codes are 'A-C', 'E-H', 'J-N', 'P', or 'R'. |                              |                |
| PRESS <Esc> TO CONTINUE   |                              |                |
| ACTION: <==== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0250  |                              |                |
| <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT  |                              |                |

Figure 8.5-2. SARSS1 Inventory by Location Screen

b. To start an inventory for a single location, enter the location in the Location 1 field and enter the same location in the Location 2 field. Enter the Condition Code in the Condition Code field or leave blank, and press <Esc>. To start an inventory for a range of locations, enter the lowest (starting) location in the Location 1 field and the highest (ending) location in the Location 2 field. 00000 is the lowest value and ZZZZZ is the highest value. Enter the Condition Code or leave blank, and press <Esc>. To start a wall-to-wall inventory, enter **ALL** in the Location 1 field and press <Esc>.

**NOTE:** A wall-to-wall inventory requires significant processing time to complete. Be sure this is the desired selection. The system prompts you to verify a wall-to-wall inventory (figure 8.5-3). Press <F10> to exit a wall-to-wall inventory.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 INVENTORY BY LOCATION   | TIME: HH:MM:SS |
| LOCATION 1 <u>ALL</u> (Enter a Location, the Starting Location of a range or 'ALL' for a Wall-to-Wall Inventory)  |  |                |
| LOCATION 2 _____ (Enter the ending Location for a Range)  |  |                |
| CONDITION CODE(S) _ _ _ (Optional entry)  |  |                |
| NOTE: You may specify from one to three Condition Codes. ALL CONDITION CODES WITHIN THE LOCATION OR RANGE WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition Codes are 'A-C', 'E-H', 'J-N', 'P', or 'R'. |  |                |
| PRESS <Esc> TO CONTINUE   |  |                |
| NOTE:<br>You have selected "WALL-TO-WALL" inventory. This will require significant Processing time to complete. Verify this selection by pressing <Esc> or press <F10> to discontinue this process.                 |  |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0250    |

Figure 8.5-3. Inventory by Location Wall-to-Wall Caution Screen

c. Once you press <Esc> for any of the selected location inventories (single location, range of locations, or wall-to-wall), the system displays a working message. When **ALL** is entered, the system places all lines under inventory which are not already under inventory and bypasses those which are.

d. When the process is complete, a message indicating the number of Inventory Control File Records generated appears (figure 8.5-4). To create and assign Count Control Documents (CCD), refer to paragraphs 8.5.3.1 and 8.5.3.2.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 INVENTORY BY LOCATION   | TIME: HH:MM:SS |
| LOCATION 1 _____ (Enter a Location, the Starting Location of a range or 'ALL' for a Wall-to-Wall Inventory)   |  |                |
| LOCATION 2 _____ (Enter the ending Location for a Range)  |  |                |
| CONDITION CODE(S) _ _ _ (Optional entry)  |  |                |
| NOTE: You may specify from one to three Condition Codes. ALL CONDITION CODES WITHIN THE LOCATION OR RANGE WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition Codes are 'A-C', 'E-H', 'J-N', 'P', or 'R'. |  |                |
| PRESS <Esc> TO CONTINUE   |  |                |
| NOTE:<br>00001 Inventory Control File records were generated.   |  |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0250    |

Figure 8.5-4. SARSS1 Inventory by Location with Record Count Screen

**8.5.2 Start Inventory by Stock Number (SISN).** This selection starts an inventory for the stock number entered. You may specify from one to three Condition Codes. All Condition Codes for the selected stock number are included if no entry is made in the Condition Code field.

a. From the Inventory Menu, enter **SISN** on the action line and press <Esc>. The SARSS1 Inventory by Stock Number screen (figure 8.5-5) appears.

|                         |   |   |                |
|-------------------------|---|---|----------------|
| DATE: MM/DD/YY          | SARSS1 INVENTORY BY STOCK NUMBER  |   | TIME: HH:MM:SS |
| STOCK NUMBER:           | TYPE:   | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |                |
| CONDITION CODE(S)       | (Optional entry)  |   |                |
| NOTE:                   | You may specify from one to three condition codes. ALL CONDITION CODES FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition codes are 'A-H', 'J-M' or 'P-S'. |   |                |
| PRESS <Esc> TO CONTINUE |   |   |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT  |   | SCREEN 0251    |

Figure 8.5-5. SARSS1 Inventory by Stock Number Screen

b. Enter the stock number, type stock number, and Condition Code to inventory and press <Esc>. A working message appears in the lower left of the screen. The screen returns to a blank Start Inventory by Stock Number screen when processing is complete. A message with the number of records generated appears.

(1) If the stock number entered is not on the ABF or Catalog File, the screen displays an error message (figure 8.5-6).

|                             |   |   |
|-----------------------------|---|---|
| DATE: MM/DD/YY              | SARSS1 INVENTORY BY STOCK NUMBER  | TIME: HH:MM:SS                                    |
| STOCK NUMBER: 7894561236479 | TYPE: P   | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| CONDITION CODE(S)           | (Optional entry)  |   |
| NOTE:                       | You may specify from one to three condition codes. ALL CONDITION CODES FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition codes are 'A-H', 'J-M' or 'P-S'.                             |   |
|                             | PRESS <Esc> TO CONTINUE   |   |
| ERROR:                      | Stock number does not match ABF or CATALOG. Verify stock number and re-enter.<br>If stock number is correct, go to Catalog Build Process to build catalog data and continue inventory through the Post Voluntary Count Process. |   |
| ACTION:                     | <=== ENTER COMMAND TO SELECT YOUR PROCESS   | SCREEN 0251                                       |
| <HOME>=HELP                 | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT  |   |

Figure 8.5-6. SARSS1 Inventory by Stock Number (1 of 3) Screen

(2) Correct the stock number (if incorrect) or build catalog data for that stock number. A physical verification of the stock number and quantity on hand should be made at each item's storage location. Use of the Post Voluntary Count Process ensures that the stock number is placed under inventory when additional locations are not included. The location is added to the ABF Location File.

(3) If the Condition Code entered for that stock number is invalid, the message in figure 8.5-7 appears. If the stock number does not have a location with that specified Condition Code, the system displays the message in figure 8.5-8.

|  |                                  |   |
|--|----------------------------------|---|
| DATE: MM/DD/YY   | SARSS1 INVENTORY BY STOCK NUMBER | TIME: HH:MM:SS  |
| STOCK NUMBER: 5925999564711  |                                  | TYPE: NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| CONDITION CODE(S)  | I                                | (Optional entry)  |
| <p>NOTE: You may specify from one to three condition codes. ALL CONDITION CODES FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition codes are 'A-H', 'J-M' or 'P-S'.</p> <p>PRESS &lt;Esc&gt; TO CONTINUE</p> <p>ERROR:<br/>Invalid condition code.<br/>Condition code must be on Condition Code Table.<br/>Correct the condition code.<br/>Press &lt;Esc&gt; to continue.</p> |                                  |   |
| <p>ACTION: &lt;== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0251<br/>&lt;HOME&gt;=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT</p>  |                                  |   |

Figure 8.5-7. SARSS1 Inventory by Stock Number (2 of 3) Screen

|  |                                  |   |
|--|----------------------------------|---|
| DATE: MM/DD/YY   | SARSS1 INVENTORY BY STOCK NUMBER | TIME: HH:MM:SS  |
| STOCK NUMBER: 5925999564711  |                                  | TYPE: NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| CONDITION CODE(S)  | P                                | (Optional entry)  |
| <p>NOTE: You may specify from one to three condition codes. ALL CONDITION CODES FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this field. Condition codes are 'A-H', 'J-M' or 'P-S'.</p> <p>PRESS &lt;Esc&gt; TO CONTINUE</p> <p>ERROR:<br/>No Inventory Control File records were generated. Stock Number may already be under inventory or input data may be incorrect. Verify input, reenter and Press &lt;Esc&gt; to continue.</p> |                                  |   |
| <p>ACTION: &lt;== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0251<br/>&lt;HOME&gt;=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT</p>  |                                  |   |

Figure 8.5-8. SARSS1 Inventory by Stock Number (3 of 3) Screen



(4) If there are any error messages, verify that the input data is correct. Correct the error and press <Esc> to continue. The system will edit the corrections and if accepted, will return a blank Start Inventory by Stock Number screen and display a message showing the number of inventory records generated.

**8.5.3 Start Inventory for Sensitive Items (SISI).** This process lets you perform an inventory on sensitive items by Controlled Inventory Item Code (CIIC), Controlled Cryptographic Items (CCI) (see appendixes B and G), or all sensitive items. Once the system verifies the input data, the Start Inventory for Sensitive Items Process generates records to the Inventory Control File.

a. From the Inventory Menu, enter **SISI** on the action line and press <Esc>. The SARSS Sensitive Items Inventory screen appears.

b. To perform a sensitive-item inventory by CIIC, enter the CIIC in the appropriate field and press <Esc>. To perform a sensitive-item inventory by CCI, enter **X** in the CCI field and press <Esc>. To start an inventory for all serial-numbered items, enter **X** in the appropriate field and press <Esc>. To start inventory for all sensitive items, enter **X** in the appropriate field and press <Esc>. The system displays a working message screen (figure 8.5-9). Remember that the entire ABF must be researched for any selection made. Processing time may be lengthy.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 SENSITIVE ITEMS INVENTORY  | TIME: HH:MM:SS |
| START SENSITIVE ITEM INVENTORY BY CIIC:<br>CIIC Selections are: '1-9', 'J', 'N', 'P-R', 'Y', and '\$'<br>Enter CIIC here: 8 |   |                |
| START SENSITIVE ITEM INVENTORY FOR CCI ITEMS:<br><br>Enter 'X' here:  |   |                |
| START INVENTORY FOR ALL SENSITIVE ITEMS:<br><br>Enter 'X' here:   |   |                |
| START SERIAL NUMBER INVENTORY FOR ALL SNT ITEMS:<br>Enter 'X' here:   |   |                |
| PRESS <Esc> TO CONTINUE   |   |                |
| WORKING...  |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU: SMM = SARSS MASTER MENU: LOGOUT = OUIT | SCREEN 0252    |

Figure 8.5-9. SARSS1 Sensitive Items Inventory (1 of 2) Screen

c. When the process is complete, a message indicating the number of Inventory Control File records generated appears (figure 8.5-10).

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 SENSITIVE ITEMS INVENTORY   | TIME: HH:MM:SS |
| START SENSITIVE ITEM INVENTORY BY CIIC:<br>CIIC Selections are: '1-9', 'J', 'N', 'P-R', 'Y', and '\$'<br>Enter CIIC here: 8 |  |                |
| START SENSITIVE ITEM INVENTORY FOR CCI ITEMS:<br><br>Enter 'X' here:  |  |                |
| START INVENTORY FOR ALL SENSITIVE ITEMS:<br><br>Enter 'X' here:   |  |                |
| START SERIAL NUMBER INVENTORY FOR ALL SNT ITEMS:<br>Enter 'X' here:   |  |                |
| PRESS <Esc> TO CONTINUE   |  |                |
| NOTE:<br>00005 Inventory Control File records were generated.   |  |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0252    |

Figure 8.5-10. SARSS1 Sensitive Items Inventory Screen (2 of 2)

**8.5.3.1 Create Inventory Count Control Documents (CCD).** This process allows the user to create Count Control Documents (CCD) for the Inventory Control Files produced when an inventory was either user-initiated or system-generated. To access this process, enter **CCD** on the action line and press <Esc>. The system displays the screen in figure 8.5-11.

|  |                    |   |                        |                  |
|--|--------------------|---|------------------------|------------------|
| DATE: MM/DD/YY   |                    | SARSS1 INV COUNT CONTROL DOCUMENTS  |                        | TIME: HH:MM:SS   |
|  |                    | SENSITIVE<br>*****  | NON-SENSITIVE<br>***** | DENIALS<br>***** |
| INV CNT CONTROL REC AWAITING OUTPUT:   |                    | 00000   | 00001                  | 00000            |
| OPTION<br>*****  | SELECTION<br>***** |   |                        |                  |
| CREATE CCD FOR SENSITIVE/SNT INVENTORY (ALL)<br>CREATE CCD FOR SENSITIVE/SNT INVENTORY BY STOCK NUMBER<br>CREATE CCD FOR MATERIAL RELEASE DENIAL INVENTORY<br>CREATE CCD FOR NON-SENSITIVE INVENTORY (ALL)<br>CREATE CCD FOR NON-SENSITIVE INVENTORY BY STOCK NUMBER |                    |   |                        |                  |
| ENTER 'X' FOR CCD OPTION DESIRED<br>PRESS <Esc> TO CONTINUE  |                    |   |                        |                  |
| ACTION:<br><HOME>=HELP   |                    | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                        | SCREEN 0256      |

Figure 8.5-11. SARSS1 INV Count Control Document Screen

a. This screen displays the Inventory Count Control Records awaiting output by category: Sensitive, Non-Sensitive and Denials. The Sensitive and Non-Sensitive categories are filled when the system or the user initiates inventories. When a Material Release Denial (MRD) is processed, the Denials count is increased based on parameter values. This screen should be checked on a regular basis to determine whether there are items awaiting inventory actions.

b. Depending upon the number of inventory records awaiting output, select the option which will create the type of Count Control Document desired (figure 8.5-11). For Sensitive and Non-sensitive items, you can create a CCD for all records in that category awaiting inventory or you may select records by stock number. For Denials, the CCD will include all records in that category awaiting inventory.

(1) If "Create CCD For Non-Sensitive Inventory (All)" is selected, all the stock numbers under the corresponding counter at the top of the screen would be on one CCD. Enter **X** and press <Esc>. The system will flash a working message and the quantity field under Non-Sensitive is set to zero.

(2) If "Create CCD For Non-Sensitive Inventory by Stock Number" is selected, the system displays the screen in figure 8.5-12 where you enter a specific stock number and up to three Condition Codes. When you press <Esc>, the previous screen is displayed and the quantity under Non-Sensitive is reduced.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 INV COUNT CONTROL DOCUMENT (CCD)<br>BY STOCK NUMBER  | TIME: HH:MM:SS |
| NSN/MCN = S  |   |                |
| STOCK NUMBER:  | TYPE:   | PART NO = P    |
| (DEFAULT = NSN/MCN)  |   |                |
| CONDITION CODE(S)  | (Optional Entry)  |                |
| NOTE: You may specify from one to three condition codes. ALL CONDITION CODES<br>FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in<br>this field. Condition codes are 'A-H', 'J-M', or 'P-S'. |   |                |
| PRESS <Esc> TO CONTINUE  |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0276    |

Figure 8.5-12. SARSS1 INV Count Control Document (CCD) By Stock Number Screen

c. Once the Inventory Control Files and Count Control Documents (CCD) have been created, the CCD must be assigned to a counter. To do this, enter **ISM** on the action line and press <Esc>. The screen in figure 8.5-13 appears.

|  |                           |  |                   |                     |                    |
|--|---------------------------|--|-------------------|---------------------|--------------------|
| DATE: MM/DD/YY   |                           | SARSS1 INVENTORY STATUS/MANAGEMENT                           |                   |                     | TIME: HH:MM:SS     |
| RECORDS AWAITING CCD NUMBER: 00000                                 |                           |  |                   |                     |                    |
| SELECT   | CCD NUMBER<br>DATE SERIAL | TOTAL<br>RECORDS   | TOTAL<br>ASSIGNED | TOTAL<br>UNASSIGNED | CCD<br>CREATED FOR |
| -----  | -----                     | -----  | -----             | -----               | -----              |
|  | 95312 0001                | 00001  | 00000             | 00010               | NONSENSITIVE       |
|  |                           |  |                   |                     |                    |
| Enter 'X' by CCD number and Press <F1> to assign counts to a user. |                           |  |                   |                     |                    |
| Press <F2> to return to first screen.                              |                           |  |                   |                     |                    |
| Press <ESC> to view next screen.                                   |                           |  |                   |                     |                    |
| NOTE:  |                           |  |                   |                     |                    |
| No more screens exist.   |                           |  |                   |                     |                    |
| ACTION:  |                           | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |                   |                     | SCREEN 0509        |
| <HOME>=HELP  |                           | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                   |                     |                    |

Figure 8.5-13. SARSS1 Inventory Status/Management Screen

**8.5.3.2 Inventory Status Management.** This process allows you to assign inventories, by user ID, to PDCDs, or to print CCDs. To select records awaiting assignment, enter **X** by the CCD Number Date Serial field and press <F1>. The system displays the screen in figure 8.5-14.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 ASSIGN INVENTORY COUNTS  | TIME: HH:MM:SS |
| CCD NUMBER: 95312 0001   | NUMBER OF UNASSIGNED COUNTS: 00001  |                |
| Enter User-ID of Counter:<br>Enter 'X' for output to PDCD:<br>OR<br>Enter printer number for CCD:                              |   |                |
| Enter "NUMBER" to restrict number of locations or leave<br>blank for "ALL" locations within the location range:                |   |                |
| LOCATION 1   | (Enter a Starting Location of a Range or 'ALL'<br>for ALL counts unassigned to this CCD Number)           |                |
| LOCATION 2   | (Enter the ending Location for a Range)   |                |
| Press <ESC> to Continue<br>Press <F3> to view location ranges within this CCD number.<br>Press <F4> to Return to first screen. |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0277    |

Figure 8.5-14. SARSS1 Assign Inventory Count Screen

a. This screen allows entry of the user ID of the person who is responsible for conducting the inventory count. Once this has been done, enter **X** to determine whether the CCD information is output to a PDCD for processing or to a printer for hard copy. Sensitive item inventories must be output to print.

b. Once the output media has been determined, review the remaining options on the screen. You have the option at this point to limit the inventory to a specific number of locations or to inventory all locations. When the field in the center of screen is left blank, the system automatically assigns all unassigned counts for the locations to that CCD number. When a number is entered in this field, the inventory is restricted to a certain number of locations. This can be very helpful when the inventory contains a large number of locations.

c. The lower portion of the screen provides an option for viewing the location ranges within the CCD number. When you press <F3>, the system displays the SARSS1 Count Control Document Location Ranges screen (figure 8.5-15).

| DATE: MM/DD/YY                                     |                        | SARSS1 COUNT CONTROL DOCUMENT<br>LOCATION RANGES  |                        | TIME: HH:MM:SS         |             |
|--|------------------------|---|------------------------|------------------------|-------------|
| COUNT CONTROL DOCUMENT NUMBER: 0003                |                        |   |                        |                        |             |
|  | NUMBER OF<br>LOCATIONS | NUMBER OF<br>LOCATIONS  | NUMBER OF<br>LOCATIONS | NUMBER OF<br>LOCATIONS |             |
| 0 ==>  | A ==>                  | 000001  | K ==>                  | U ==>                  |             |
| 1 ==>  | B ==>                  |   | L ==>                  | V ==>                  |             |
| 2 ==>  | C ==>                  |   | M ==>                  | W ==>                  |             |
| 3 ==>  | D ==>                  |   | N ==>                  | X ==>                  |             |
| 4 ==>  | E ==>                  |   | O ==>                  | Y ==>                  |             |
| 5 ==>  | F ==>                  |   | P ==>                  | Z ==>                  |             |
| 6 ==>  | G ==>                  |   | Q ==>                  |                        |             |
| 7 ==>  | H ==>                  |   | R ==>                  |                        |             |
| 8 ==>  | I ==>                  |   | S ==>                  |                        |             |
| 9 ==>  | J ==>                  |   | T ==>                  |                        |             |
| PRESS <F4> TO RETURN, PRESS <F12> FOR SCREEN PRINT |                        |   |                        |                        |             |
| ACTION:<br><HOME>=HELP                             |                        | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                        |                        | SCREEN 0508 |

Figure 8.5-15. SARSS1 Count Control Document Location Ranges Screen

d. This screen displays information about locations within the selected CCD. The numbers and letters correspond to the first letters or numbers of the location in the inventory. Items with unknown locations will be combined with valid locations that start with the letter U. Do not download unknown locations to the PDCD. The Number of Locations column displays the number of locations to be inventoried, beginning with each letter or number. The information on this screen can be used to determine whether it is necessary to limit the number of locations assigned to a particular counter. You are given the option to print this screen by pressing <F12>.

e. When you have completed your review of this screen or have printed it, press <F4> to return to the screen in figure 8.5-16.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 ASSIGN INVENTORY COUNTS   | TIME: HH:MM:SS |
| CCD NUMBER: 95312 0001   | NUMBER OF UNASSIGNED COUNTS: 00001   |                |
| Enter User-ID of Counter:<br>Enter 'X' for output to PDCD:<br>OR<br>Enter printer number for CCD:                              |  |                |
| Enter "NUMBER" to restrict number of locations or leave<br>blank for "ALL" locations within the location range:                |  |                |
| LOCATION 1   | (Enter a Starting Location of a Range or 'ALL'<br>for ALL counts unassigned to this CCD Number)          |                |
| LOCATION 2   | (Enter the ending Location for a Range)  |                |
| Press <ESC> to Continue<br>Press <F3> to view location ranges within this CCD number.<br>Press <F4> to Return to first screen. |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0277    |

Figure 8.5-16. SARSS1 Assign Inventory Counts Screen

f. The last two fields on the SARSS1 Assign Inventory Counts screen allow the user to enter a starting and ending range of locations. This option is also useful when there are several locations to be inventoried. Choosing this option allows the user to spread the workload out among warehouse personnel. When the fields on this screen have been completed, press <Esc> and the system outputs the CCD information. A message at the bottom of the screen will indicate whether output was sent to the Letter Size Queue (LQ) or to PDCD.

g. If your SSA uses the MROC Store & Forward mode for processing inventories, you must transfer the assigned inventory files to PDCDs using the Store & Forward option on the MROC Supervisor Menu. Refer to appendix G for specific directions.

**8.5.4 Post Voluntary Counts (PVC).** This process lets you post a quantity to the ABF for items found during an inventory or location survey that were not recorded on the ABF.



a. To access this process, enter **PVC** on the action line and press <Esc>. The screen in figure 8.5-17 appears.

|                         |  |   |
|-------------------------|--|---|
| DATE: MM/DD/YY          | SARSS1 POST VOLUNTARY COUNTS   | TIME: HH:MM:SS                                    |
| ENTER:                  |  |   |
| Stock Number.....       | TYPE:  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| Condition Code .....    |  |   |
| Unit of Issue .....     |  |   |
| Count Quantity .....    |  |   |
| Storage Location.....   |  |   |
| Press <Esc> to continue |  |   |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0269                                       |

Figure 8.5-17. SARSS1 Post Voluntary Counts Screen

b. Enter the stock number, type stock number, Condition Code, unit of issue, count quantity, and storage location of the item and press <Esc>. A working message appears while the system verifies the input data.

c. When appropriate, error messages appear with a prompt to correct an invalid stock number, Condition Code, or unit of issue. If the stock number is not on the ABF, use the Catalog Build (CATB) Process to build a skeleton record for that stock number, then input the inventory data using the PVC command.

d. If the data entered is valid and the location was not previously recorded, the system automatically adds the location to the Storage Locator File. The Post Voluntary Counts Process generates the appropriate records to the Inventory Control File. If the stock number being input has additional locations for that stock number/Condition Code combination, the system starts an inventory for the additional locations to total the count quantities.

e. When the Post Voluntary Counts Process is completed, the system returns to a blank data entry screen for entry of an additional item (figure 8.5-18).

|                         |   |   |
|-------------------------|---|---|
| DATE: MM/DD/YY          | SARSS1 POST VOLUNTARY COUNTS  | TIME: HH:MM:SS                                    |
| ENTER:                  |   |   |
| Stock Number .....      | TYPE:   | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| Condition Code .....    |   |   |
| Unit of Issue .....     |   |   |
| Count Quantity .....    |   |   |
| Storage Location .....  |   |   |
| Press <Esc> to continue |   |   |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0269                                       |

Figure 8.5-18. Post Voluntary Count Completed Screen

f. To exit this process and return to the SARSS1 Master Menu, enter **SMM** on the action line and press <Esc>.

**8.5.5 Post Interactive Inventory Counts (PIC).** This process lets you post inventory counts interactively to the Inventory Control File. Access the Post Interactive Inventory Counts (PIC) Process as follows:

a. From the Inventory Menu, enter **PIC** on the action line and press <Esc>. The system displays the screen in figure 8.5-19.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 POST INTERACTIVE<br>INVENTORY COUNTS  | TIME: HH:MM:SS |
| ENTER COUNT CONTROL NUMBER TO BE POSTED: _____<br>(SERIAL) |  |                |
| ENTER STARTING LOCATION DESIRED (OPTIONAL ENTRY): _____    |  |                |
| Press <Esc> to continue                                    |  |                |
| action:<br><HOME>=HELP                                     | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0258    |

Figure 8.5-19. SARSS1 Post Interactive Inventory Counts (Enter CCD) Screen

b. Enter the serial number of the inventory count control document to be posted. Press <Esc> in order to post (in location sequence) the location and counts of that count control document (CCD). However, there may be times when all of the locations and counts do not need to be posted on the CCD. Instead of starting with the first location on the CCD, you can start at any location and continue (in sequence) to the end. Enter the serial number of the CCD. Then enter the desired location to start posting, and press <Esc>. The first matching record in location sequence is displayed (figure 8.5-20).

|  |                  |  |                                      |                |
|--|------------------|--|--------------------------------------|----------------|
| DATE: MM/DD/YY   |                  | SARSS1 POST INTERACTIVE<br>INVENTORY COUNTS  |                                      | TIME: HH:MM:SS |
| COUNT CONTROL NUMBER                                     |                  | 0001<br>(SERIAL)   |                                      |                |
| LOCATION<br>*****  | COND CD<br>***** | STOCK NUMBER<br>*****  | INVENTORY<br>COUNT QUANTITY<br>***** |                |
| AA127  | F                | 6620 004821073   |                                      |                |
| NOTE: Enter quantity OR Press <Esc> to view next record. |                  |  |                                      |                |
| ACTION:<br><HOME>=HELP                                   |                  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                                      | SCREEN 0259    |

Figure 8.5-20. SARSS1 Post Interactive Inventory Counts Screen

c. Notice that the system displays the first matching record in location sequence. Enter the inventory count or press <Esc> to view the next record.

d. If the inventory record was previously canceled or posted, the words "Cancel" or "Posted" will appear in the Inventory Count Quantity field as appropriate.

e. Each time you enter a quantity and press <Esc>, the Update Individual Count Record and Post Inventory Count Process occurs.

f. If the count is accepted as a final count by SARSS, the item qualifies for Serial Number Tracking (SNT), and there was a gain or loss during the inventory, the SNT Gain screen (figure 8.5-21) or the SNT Loss screen (figure 8.5-22) appears.

|  |  |  |  |                |  |
|--|--|--|--|----------------|--|
| DATE: MM/DD/YY   |  | SARSS1 SERIALIZATION   |  | TIME: HH:MM:SS |  |
| THIS STOCK NUMBER REQUIRES SERIAL NUMBER ACCOUNTABILITY.<br>ENTER THE SERIAL NUMBER FOR EACH ITEM.   |  |  |  |                |  |
| SERIAL NUMBER  |  | SERIAL NUMBER  |  | SERIAL NUMBER  |  |
| _____  |  | _____  |  | _____          |  |
| _____  |  | _____  |  | _____          |  |
| _____  |  | _____  |  | _____          |  |
| QTY: 00000   |  |  |  |                |  |
| ENTER THE SERIAL NUMBER(S) FOR EACH ITEM GAINED OR PRESS <F10> TO RE-WRITE<br>THIS RECORD TO THE INVENTORY CONTROL FILE FOR ADDITIONAL INVENTORY COUNTS<br>AND SERIAL NUMBER VERIFICATION. VERIFY INPUT BEFORE PRESSING <Esc>. |  |  |  |                |  |
| PRESS <Esc> TO CONTINUE  |  |  |  |                |  |
| ACTION:  |  | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    |  | SCREEN         |  |
| <HOME>=HELP  |  | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |  |                |  |

Figure 8.5-21. Serial Number Tracking Gain Screen

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 SERIALIZATION   | TIME: HH:MM:SS |
| THIS STOCK NUMBER REQUIRES SERIAL NUMBER ACCOUNTABILITY.<br>ENTER THE SERIAL NUMBER FOR EACH ITEM.   |  |                |
| SERIAL NUMBER  | SERIAL NUMBER  | SERIAL NUMBER  |
| _____  | _____  | _____          |
| _____  | _____  | _____          |
| _____  | _____  | _____          |
| QTY: 00000   |  |                |
| ENTER THE SERIAL NUMBER(S) FOR EACH ITEM LOST OR PRESS <F10> TO RE-WRITE<br>THIS RECORD TO THE INVENTORY CONTROL FILE FOR ADDITIONAL INVENTORY COUNTS<br>AND SERIAL NUMBER VERIFICATION. VERIFY INPUT BEFORE PRESSING <Esc>. |  |                |
| PRESS <Esc> TO CONTINUE  |  |                |
| ACTION:  | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN         |
| <HOME>=HELP  | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |

Figure 8.5-22. Serial Number Tracking Loss Screen

g. The system displays a prompt to enter the serial numbers for the gained or lost items or press <F10> to continue. If <F10> is selected, new Inventory Control File records are written to the Inventory Control File. An additional count will be required to determine the serial numbers for posting to SARSS1.

h. If there are no matching records, the system displays the message in figure 8.5-23.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 POST INTERACTIVE<br>INVENTORY COUNTS   | TIME: HH:MM:SS |
| ENTER COUNT CONTROL NUMBER TO BE POSTED: _____<br>(SERIAL)   |   |                |
| ENTER STARTING LOCATION DESIRED (OPTIONAL ENTRY): _____  |   |                |
| Press <Esc> to continue  |   |                |
| ERROR:<br>Count Control Number does not match Inventory Control File. Verify<br>serial number, re-enter and Press <Esc> to continue. |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0258    |

Figure 8.5-23. SARSS1 Post Interactive Inventory Counts Error Screen

i. Once you post the CCD and press <Esc>, a blank SARSS1 Post Interactive Inventory Counts (Enter CCD) screen appears.

**8.5.5.1 Inventory Using the PDCD.** A supervisor assigning an inventory has the option to print a CCD for a manual inventory or output the CCD data to PDCD. The user IDs of the operators selected to perform the inventory are entered into the system and downloaded to PDCD with the assigned locations.

**NOTE:** If your SSA uses the MROC Store & Forward mode, inventory assignments must be downloaded to each PDCD following the instructions in appendix G.

a. To begin an inventory, log on to the PDCD. When the PDCD Master Menu appears (figure 8.5-24), select the number for the Inventory Process.


|  |      |                |
|--|------|----------------|
| DATE: MM/DD/YY   | [MA] | TIME: HH:MM:SS |
| 1 STOCK PICKING  |      |                |
| 2 RECEIPTS   |      |                |
| 3 SHIPPING   |      |                |
| 4 CUSTOMER PICKUP  |      |                |
| 5 INVENTORY  |      |                |
| 6 LOCATION SURVEY  |      |                |
| 7 LOCATION ACCURACY  |      |                |
| SELECTION:  |      |                |
| ESC QUIT   |      | ENTER RUN      |

Figure 8.5-24. Sample PDCD Main Menu

b. The screen will then display the PDCD Inventory Record showing the first location to be counted (figure 8.5-25).

|                    |      |       |
|--------------------|------|-------|
| MM/DD/YY           | [MA] | HH:MM |
| INVENTORY          |      |       |
| LOCATION: HL100    |      |       |
| CONDITION CODE: A  |      |       |
| UNIT OF ISSUE: EA  |      |       |
| SN: 5340000000060  |      |       |
| COUNT QTY:         |      |       |
| F1 ADD INV RECORD  |      |       |
| F3 VERIFY MANUALLY |      |       |
| F5 DATA COMPLETE   |      |       |

Figure 8.5-25. PDCD Inventory Record

(1) Go to the location appearing on the screen and scan the bin label for that location, beginning with the first line. A single beep from the PDCD indicates a successful scan, and three beeps indicate that the scan was invalid.



(a) If the scan was successful, the PDCD prompts the user to enter the quantity (figure 8.5-26). Count the items in that location and use the keypad to enter the information. The PDCD will then display the next location to be inventoried.

|  |      |       |
|--|------|-------|
| MM/DD/YY   | [MA] | HH:MM |
| INVENTORY  |      |       |
| LOCATION: HL100<br>CONDITION CODE: A<br>UNIT OF ISSUE: EA<br>SN: 5340000000060<br>COUNT QTY: |      |       |
| F5 DATA COMPLETE   |      |       |

Figure 8.5-26. PDCD Inventory (Quantity Prompt) Screen

(b) If the PDCD scan is invalid or the bin label will not scan, press <F3> to display the location data (figure 8.5-27). Enter **Y** if the data on the PDCD screen matches the bin label data or enter **N** if the data does not match.

|  |       |       |
|--|-------|-------|
| MM/DD/YY   | [MA]  | HH:MM |
| INVENTORY  |       |       |
| LOCATION: HL100<br>CONDITION CODE: A<br>UNIT OF ISSUE: EA<br>SN: 5340000000060<br>COUNT QTY: |       |       |
| UI MATCH?  | Y=YES | N=NO  |
| F5 DATA COMPLETE   |       |       |

Figure 8.5-27. PDCD Inventory (Verify Manually) Screen

(2) If **Y** is entered, the PDCD will prompt you to enter the quantity (figure 8.5-26). The PDCD will then display the next location to be inventoried.

(3) If **N** is entered, the system bypasses the count record and leaves it open. The correct data is sent to the Bin Label Print Queue to print a new bin label. Additionally, the system writes the data to the Location Add/Change/Delete Notice to advise the supervisor that a location had to be re-marked.

(4) The new label must be affixed to the bin and scanned, and the items counted.

c. Continue these actions until all locations have been scanned and counted. The PDCD will then display the screen in figure 8.5-28 which presents two options: <F1> = Add Inv Records and <F5> = Exit.

|                   |      |             |
|-------------------|------|-------------|
| DATE: MM/DD/YY    | [MA] | TIME: HH:MM |
| INVENTORY         |      |             |
| "END OF DATA"     |      |             |
| PRESS             |      |             |
| = ADD INV RECORDS |      |             |
| = EXIT            |      |             |

Figure 8.5-28. Inventory End of Data Screen

(1) If <F1> is pressed, items which have been found in unassigned locations during inventory can be added. The supervisor should be consulted before this option is used.

(2) If <F5> is pressed, the PDCD sends the completed counts to the SARSS1 files and returns to the Main Menu.

**8.5.5.2 System-Generated Recounts.** The system will direct recounts, as required, and prepare Inventory Adjustment Reports (IAR) if needed. When recounts are generated, the supervisor will reassign the counts, and the process is repeated.

**8.5.6 Cancel Inventory by Stock Number (CXSN).** This selection lets you cancel an inventory by stock number for items under inventory with a Freeze Flag of 1, 4, or 7. All other Inventory Freeze Flags will remain in effect.

a. From the Inventory Menu, enter **CXSN** on the action line and press <Esc>. The system displays the screen in figure 8.5-29.

|  |  |   |
|--|--|---|
| DATE: MM/DD/YY   | SARSS1 CANCEL INVENTORY<br>BY STOCK NUMBER   | TIME: HH:MM:SS                                    |
| ENTER STOCK NUMBER   | TYPE:  | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| ENTER CONDITION CODE(S) _ _ _ (Optional Entry)   |  |   |
| NOTE: You may specify from one to three condition codes. ALL CONDITION CODES<br>FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this<br>field. Condition codes are 'A-C', 'E-H', 'J-N', 'P', or 'R'. |  |   |
| PRESS <Esc> TO CONTINUE  |  |   |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0253                                       |

Figure 8.5-29. SARSS1 Cancel Inventory by Stock Number Screen

b. Enter the stock number (NIIN, MCN, or PN) and type stock number of the item to be canceled. You may specify from one to three Condition Codes. If no entry is made in this field, all Condition Codes for the selected stock number will be included. Press <Esc> to continue.

c. A working message appears while the system searches the Inventory Control File for a match of the input stock number and Condition Code. If the stock number or Condition Code was incorrectly entered, a message appears stating the stock number/Condition Code(s) did not match the Inventory Control File (figure 8.5-30). Follow the screen prompt and validate or enter the stock number/Condition Code(s).

|  |  |   |
|--|--|---|
| DATE: MM/DD/YY   | SARSS1 CANCEL INVENTORY<br>BY STOCK NUMBER   | TIME: HH:MM:SS  |
| <br>   |  |   |
| ENTER STOCK NUMBER   | <u>2530019871234</u>   | TYPE: NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| <br>   |  |   |
| ENTER CONDITION CODE(S) _ _ _ (Optional Entry)   |  |   |
| NOTE: You may specify from one to three condition codes. ALL CONDITION CODES<br>FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this<br>field. Condition codes are 'A-C', 'E-H', 'J-N', 'P', or 'R'. |  |   |
| <br>   |  |   |
| PRESS <Esc> TO CONTINUE  |  |   |
| <br>   |  |   |
| NOTE:<br>Stock Number/Condition Code(s) do not match Inventory Control File. Validate<br>Stock Number/Condition Code(s), re-enter and Press <Esc> to continue.   |  |   |
| <br>   |  |   |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0253   |

Figure 8.5-30. SARSS1 Cancel Inventory by Stock Number Validation Screen

d. Once the process is complete, a message appears stating that the inventory for that stock number was canceled (figure 8.5-31).

|  |   |   |
|--|---|---|
| DATE: MM/DD/YY   | SARSS1 CANCEL INVENTORY<br>BY STOCK NUMBER  | TIME: HH:MM:SS                                    |
| ENTER STOCK NUMBER   | TYPE:   | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| ENTER CONDITION CODE(S) _ _ _ (Optional Entry)   |   |   |
| NOTE: You may specify from one to three condition codes. ALL CONDITION CODES<br>FOR THE SELECTED STOCK NUMBER WILL BE INCLUDED IF NO ENTRY IS MADE in this<br>field. Condition codes are 'A-C', 'E-H', 'J-N', 'P', or 'R'. |   |   |
| PRESS <Esc> TO CONTINUE  |   |   |
| NOTE:<br>Stock Number/Condition Codes(s) are cancelled.  |   |   |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0253                                       |

Figure 8.5-31. SARSS1 Cancel Inventory by Stock Number Completed Screen

e. Press <Esc> and the system returns to a blank input screen. Continue with another stock number and Condition Code, or enter a valid command on the action line to exit the process.

**8.5.7 Cancel Inventory for Count Control Document (CXDN).** This selection allows for cancellation of an inventory by count control serial number.

a. From the Inventory Menu, enter **CXDN** on the action line and press <Esc>. The screen shown in figure 8.5-32 appears.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 CANCEL INVENTORY BY<br>COUNT CONTROL NUMBER  | TIME: HH:MM:SS |
| ENTER COUNT CONTROL NUMBER: _____<br>SERIAL NUMBER   |   |                |
| TO CANCEL ALL COUNT CONTROL DOCUMENTS WHICH<br>HAVE NOT YET BEEN OUTPUT, ENTER 'X' HERE: _ |   |                |
| Press <Esc> to continue  |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0254    |

Figure 8.5-32. SARSS1 Cancel Inventory by Count Control Number Screen

b. This screen provides the space to enter the CCD serial number desired or to cancel all CCDs which have not yet been output. Enter **X** next to the Cancel All Count Control Documents selection to cancel all matching Inventory Control File Records. However, matching records with an Inventory Freeze Flag other than 1, 4, or 7, although canceled for the CCD number selected, are written to the Inventory Control File with the current cycle date and spaces in the Serial Number field for future output. For single CCD cancellation, enter the Count Control Document number.

c. Enter the count control serial number to be canceled or enter **X** beside Cancel All Count Control Documents Which Have Not Yet Been Output. Press <Esc>. The system displays a message stating that the CCD has been canceled (figure 8.5-33).

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 CANCEL INVENTORY BY<br>COUNT CONTROL NUMBER   | TIME: HH:MM:SS |
| ENTER COUNT CONTROL NUMBER:<br>SERIAL NUMBER   |  |                |
| PRESS <Esc> TO CONTINUE  |  |                |
| NOTE:<br>Count Control Document has been cancelled. Records with an inventory awaiting<br>output freeze flag other than 1, 4, or 7 remain in the Inventory Control File. |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0254    |

Figure 8.5-33. Count Control Document Has Been Canceled Message Screen

d. Canceled Inventory Control File Records that match the stock numbers and Condition Codes on other count control documents will have a Canceled Record Flag assigned for Inventory Freeze Flag 1. If you try to post the count for one of these stock numbers and Condition Codes, the word "canceled" appears in the Post Interactive Count Quantity field. Stock numbers and Condition Codes with Inventory Freeze Flags other than 1, 4, or 7 are not affected by the cancellation and remain on the Inventory Control File.

e. If your SSA is using the MROC Store & Forward mode, an authorized store/forward super user must delete, from the PDCD, any canceled inventories that have been assigned and downloaded to that PDCD. Refer to appendix G for further instructions.

**8.5.8 Detailed CCD Review Process (DCCR).** This process allows the reassignment of inventory counts or reprint of CCDs. In addition, it displays information such as which CCD numbers are currently being worked, to whom they are assigned, and how they were output from the system (PDCD or print).

a. From the Inventory Menu, enter **DCCR** on the action line and press <Esc>. The system displays the screen in figure 8.5-34.

| DATE: MM/DD/YY |                     | SARSS1 DETAILED CCD REVIEW |                |        |                     | TIME: HH:MM:SS |                |
|----------------|---------------------|----------------------------|----------------|--------|---------------------|----------------|----------------|
| SELECT         | ASSIGNED<br>USER ID | CCD<br>NUMBER              | TYPE<br>OUTPUT | SELECT | ASSIGNED<br>USER ID | CCD<br>NUMBER  | TYPE<br>OUTPUT |
|                | U981                | 0002                       | PRINT          |        | U999                | 0001           | PRINT          |

Enter 'X' by user ID and press function key for desired action:  
Press <F1> to reassign or unassign counts from current user ID.  
Press <F2> to reprint CCD that was previously output to print.  
Press <F4> to return to first screen.  
Press <ESC> to view next screen.

NOTE:  
No more screens exist.

ACTION: <HOME>=HELP                      <== ENTER COMMAND TO SELECT YOUR PROCESS                      SCREEN 0513  
MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 8.5-34. SARSS1 Detailed CCD Review Screen

b. This screen presents two basic options:

(1) <F1> to reassign or unassign counts from current user ID.

(2) <F2> to reprint CCD that was previously output to print. Any CCD that is reprinted will be annotated as "Reprint."

c. To access either option, enter **X** by the desired user ID or CCD number and then press the appropriate function key.

**NOTE:** Before accessing the unassign/reassign option, ensure that the affected user ID is not logged on to the PDCD.

d. If you wish to unassign/reassign an inventory that has been downloaded to a Store/Forward PDCD, an authorized store/forward super user must delete the original file from the PDC D. Refer to appendix G for further instructions.

**8.5.9 Inventory Processing Logic.** The system processing logic used to post inventory records is the same when posting interactively or using a PDCD. All recorded locations must be inventoried and counts posted for each. The system then reviews the counts posted to determine if the counts will be accepted or additional counts are required.



a. If the posted inventory quantity matches the recorded ABF quantity, the system takes the following actions:

(1) The system changes the Inventory Freeze Flag to 0.

(2) It deletes the inventory record from the Inventory Control File.

(3) It sets the Net Asset Flag to 1.

(4) It formats an On-Hand Quantity Change Record (DIC YB1) for serviceable items and sends it to SARSS2A to update the custodial ABF.

b. If the quantity does not match the ABF quantity, the system checks the Inventory Control File to determine if this is the first count.

(1) If it is the first count and the item is sensitive, the system generates new Inventory Control File Records. If it is the first count and the item is not sensitive, the system determines the quantity and value of the overage or shortage. If the computed value is greater than the IAR parameter value on the UUP, the system generates new Inventory Control File Records. If the adjustment is less than or equal to the Inventory Adjustment Report (IAR) parameter value, the system accepts and posts the count quantity.

(2) If it is the second or subsequent count and it matches the prior count, the system accepts the count and computes the quantity and value of the overage or shortage. The Inventory Freeze Flag is changed to 0, the quantity is posted to the ABF, and the ABF Record is rewritten. The system then deletes the Inventory Control File Records and adds the gain or loss to the appropriate counters. It writes an Asset Status Report for issuable items (DIC YB1) and gain/loss transactions (D8\_/D9\_) for SARSS2A, as well as an Inventory Count Document (DIC DKA) for SARSS2B to the Transaction-Out File (TOF).

(3) If the second or subsequent count does not match the ABF quantity or prior count and the item is sensitive, the system generates new Inventory Control File Records. If the second or subsequent count does not match the previous count or ABF quantity and the item is not sensitive, the system determines the quantity and value of the overage or shortage. If the computed value is greater than the IAR parameter value, new count control records are generated. If the computed value is less than or equal to the IAR parameter value, the system changes the Inventory Freeze Flag to 0 and posts the quantity to the ABF. It rewrites the ABF Record, deletes the Inventory Control File Record, and writes a DIC DKA to the Transactions-Out File for forwarding to SARSS2B for document history. For those items with a Condition Code of A, B, or C, it writes a DIC YB1 to the Transaction-Out File for SARSS2A to adjust the custodial ABF.

c. The system produces an Inventory Adjustment Report (IAR) when the computed value of the overage or shortage is equal to or greater than the system IAR parameter value. If the shortage or overage is greater than the causative research parameter value set on the UUP, the message "Causative Research Required" is printed on the IAR. If causative research is required, the system formats a Document History Inquiry (DIC YDH) for the affected NSNs. The YDH goes to the Transaction-Out File to be sent to SARSS2B for document history.

**8.6 Intransit Data Reporting (IDR).** This process is used to close the transportation loop on shipments received by using DIC TK4, TK6 and TK9 transactions. These transactions provide data to the Logistics Intelligence File (LIF) and the appropriate national inventory control point (NICP) to evaluate and measure

transportation performance. This data also provides shipping status and information about order-ship-time.

a. The DIC TK4 transaction measures the performance of GBL/Quicktrans shipments within CONUS. The DIC TK6 transaction measures Military Airlift Command (MAC), air port of debarkation, and lift tape data. The DIC TK9 transaction applies to surface shipment from the day the item was shipped to point of embarkation (POE) and the day received at the point of debarkation (POD). TK9 transactions are only used by overseas activities. These documents accompany the regular shipping documents and should immediately be annotated by receiving personnel with the Julian date of receipt of the shipment at the SSA. Once annotated, TK4, TK6, and TK9 cards should be placed in one central area where they can be checked and forwarded to the SARSS1 operator for input to the system.

b. To start this process, enter **IDR** on the action line and press <Esc>. The SARSS1 Intransit Menu appears (figure 8.6-1).

|                        |   |                |
|------------------------|---|----------------|
| DATE: MM/DD/YY         | SARSS1 INTRANSIT MENU   | TIME: HH:MM:SS |
| OPTION<br>*****        | SELECTION<br>*****  |                |
|                        | TK4 GBL/QUICKTRANS SHIPMENTS WITHIN CONUS   |                |
|                        | TK6 MAC APOD RECEIPT AND LIFT TAPE DATA   |                |
|                        | TK9 SURFACE SHIPMENT RECEIPT  |                |
|                        | PLACE 'X' BESIDE DESIRED SELECTION  |                |
|                        | PRESS <Esc> TO CONTINUE   |                |
| ACTION:<br><HOME>=HELP | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0950    |

Figure 8.6-1. SARSS1 Intransit Menu

c. This menu provides three Intransit selections.

d. If you enter **X** by TK4 GBL/Quicktrans Shipments Within CONUS and press <Esc>, the screen in figure 8.6-2 appears.

|                           |   |                |
|---------------------------|---|----------------|
| DATE: MM/DD/YY            | SARSS1 TK4 PROCESS  | TIME: HH:MM:SS |
| TCN-GBL-TK: _____         |   |                |
| DTE-RECD-SSA: _____ (DDD) |   |                |
| ENTER REQUIRED DATA       |   |                |
| Press <Esc> to continue   |   |                |
| ACTION:<br><HOME>=HELP    | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0951    |

Figure 8.6-2. SARSS1 TK4 Process Screen

(1) Enter the TCN/GBL number and the Julian date the shipment was received at the SSA. Once this data is entered, press <Esc> to continue. The system returns to the SARSS1 Intransit Menu with a message that the TK4 has been sent to the Transaction-Out File.

(2) Next, make a selection from the menu, or place a valid command on the action line and press <Esc>.

e. If you enter **X** by the TK6 Military Airlift Command (MAC) Aerial Port of Debarkation (APOD) Receipt and Lift Tape Data selection and press <Esc>, the screen in figure 8.6-3 appears.

|                         |  |                |
|-------------------------|--|----------------|
| DATE: MM/DD/YY          | SARSS1 TK6 PROCESS   | TIME: HH:MM:SS |
| TCN-CONS:               | _____  |                |
| PALLET-SN:              | _____  |                |
| DTE-REC-SSA:            | _____ (DDD)  |                |
| ENTER REQUIRED DATA     |  |                |
| Press <Esc> to continue |  |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0952    |

Figure 8.6-3. SARSS1 TK6 Process Screen

(1) On this screen, enter the transportation control number assigned to the van or pallet of the item, pallet serial number, and the Julian date the supplies are received at the SSA.

(2) After entering the required data, press <Esc>. The system returns to the SARSS1 Intransit Menu with the message, "TK6 Has Been Sent to the Transactions-Out File."

(3) From this screen, you may process another DIC TK\_ transaction or enter a valid command on the action line to exit the process.

f. If you enter **X** by the TK9 Surface Shipment Receipt and press <Esc>, the screen in figure 8.6-4 appears.

|                         |  |                |
|-------------------------|--|----------------|
| DATE: MM/DD/YY          | SARSS1 TK9 PROCESS   | TIME: HH:MM:SS |
|                         |  |                |
| TCN-CONS:               | _____  |                |
| CONT-NO:                | _____  |                |
| DTE-REC-SSA:            | _____ (DDD)  |                |
|                         |  |                |
| ENTER REQUIRED DATA     |  |                |
| Press <Esc> to continue |  |                |
|                         |  |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0953    |

Figure 8.6-4. SARSS1 TK9 Process Screen

(1) Enter the transportation control number, container number the items are received in, and the Julian date the supplies are received at the SSA. Remember, the DIC TK9 transaction is only used by overseas activities.

(2) Once you enter the required data and press <Esc>, the system returns to the SARSS1 Intransit Menu and displays the message "TK9 Has Been Sent to the Transactions-Out File." At this point, you may make another DIC TK\_ selection or enter a new command on the action line and press <Esc>.

g. When Transactions-Out to SARSS1, SARSS2A or SARSS2B (TRANOUT) or Close-Out (CLO) is run, the DICs TK4, TK6, and/or TK9 are forwarded to SARSS2A. From there, they go to the appropriate activity, based on the Routing Identifier Code (RIC) appearing on the transaction.

**8.7 Serial Number Maintenance (SNT).** Use this process for the initial report of serial numbers of items on hand during conversion, when serial numbers change as a result of catalog change, or to correct previously submitted serial numbers. This process produces DIC BKB (serial number gain) and DIC BKD (serial number loss) transactions sent to SARSS2B. SARSS2B maintains a Serial Number Master File that contains and tracks all serial numbers under SARSS2B control.

**NOTE:** Serial Number Tracking and Serial Number Maintenance are currently not fully operational pending further procedural refinements. Currently, MROs produced for items requiring serial number tracking do not contain the serial numbers of items being released. These numbers must be entered

manually on the MRO when the items are picked and should be maintained until the confirmation process required for all items tracked by serial number has been completed.

a. To access this process, enter **SNT** on the action line and press <Esc>. The system displays the screen in figure 8.7-1.

|  |   |   |
|--|---|---|
| DATE: MM/DD/YY   | SARSS1 SERIAL NUMBER MAINTENANCE PROCESS  | TIME: HH:MM:SS                                    |
| INITIAL SERIAL NUMBER REPORTING (CONVERSION/CATALOG CHANGE)  |   |   |
| SERIAL NUMBER CORRECTION   |   |   |
| ENTER STOCK NUMBER:  | TYPE:   | NSN/MCN = S<br>PART NO = P<br>(DEFAULT = NSN/MCN) |
| ENTER CONDITION CODE:  |   |   |
| ENTER 'X' TO MAKE A SELECTION AND ENTER STOCK NUMBER AND CONDITION CODE<br>PRESS <Esc> TO CONTINUE |   |   |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0140                                       |

Figure 8.7-1. SARSS1 Serial Number Maintenance Process Screen

b. Enter **X** next to the desired selection and enter the stock number, type, and Condition Code; then press <Esc>.

(1) If you choose the Initial Serial Number Reporting selection, the screen in figure 8.7-2 appears.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 SERIAL NUMBER MAINTENANCE PROCESS  | TIME: HH:MM:SS |
| INITIAL SERIAL NUMBER REPORTING   |   |                |
| STOCK NUMBER: 2520011531019   |   |                |
| ENTER THE SERIAL NUMBER FOR EACH ITEM.  |   |                |
| SERIAL NUMBER   | SERIAL NUMBER   | SERIAL NUMBER  |
| SERIAL NUMBER   |   |                |
| IF MORE SERIALNUMBERS ARE TO BE ENTERED, PRESS <F10> FOR NEXT SCREEN.<br>IF ALL SERIAL NUMBERS ARE ENTERED, PRESS <Esc> TO PROCESS. |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0141    |

Figure 8.7-2. Serial Number Reporting Input Screen

(a) On this screen, input the serial numbers from the items. If all of the data fields on this screen are filled and more serial numbers need to be entered, press <F10>. Another screen appears for entry of the additional serial numbers.

(b) When all the serial numbers are entered, press <Esc>. The system returns to the SARSS1 Serial Number Maintenance Process screen. An information message appears in the lower left of the screen stating that serial number gain transactions have been created. The system creates a DIC BKB transaction and sends it to the Transaction-Out File for forwarding to SARSS2B.

(c) Press <Esc> to return to a blank SARSS1 Serial Number Maintenance screen or enter a valid command on the action line, and press <Esc> to exit the process.

(2) If the stock number entered does not require serial number tracking, the error message in figure 8.7-3 appears.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 SERIAL NUMBER MAINTENANCE PROCESS                     | TIME: HH:MM:SS |
| X INITIAL SERIAL NUMBER REPORTING (CONVERSION/CATALOG CHANGE)           |  |                |
| SERIAL NUMBER CORRECTION  |  |                |
| ENTER STOCK NUMBER: 1660000103982                                       | TYPE: NSN/MCN = S  |                |
| ENTER CONDITION CODE:   | PART NO = P  |                |
|   | (DEFAULT = NSN/MCN)  |                |
| ENTER 'X' TO MAKE A SELECTION AND ENTER STOCK NUMBER AND CONDITION CODE |  |                |
| PRESS <Esc> TO CONTINUE   |  |                |
| ERROR   |  |                |
| SERIAL NUMBER ACCOUNTING NOT REQUIRED FOR THIS STOCK NUMBER.            |  |                |
| CORRECT STOCK NUMBER, IF IN ERROR                                       |  |                |
| PRESS <Esc> TO CONTINUE   |  |                |
| ACTION:   | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0140    |
| <HOME>=HELP   | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |

Figure 8.7-3. Initial Serial Number Reporting Screen

(a) Serial number tracking is required only on stock numbers with Reportable Item Control Codes (RICC) of A, B, C, D, F, G, or J.

(b) Correct the stock number entered and press <Esc>. The system edits the stock number, and if it meets the serial number tracking requirement, the serial number input screen appears.



(3) If the Serial Number Correction selection was chosen, the screen in figure 8.7-4 appears.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 SERIAL NUMBER MAINTENANCE PROCESS   | TIME: HH:MM:SS |
| SERIAL NUMBER CORRECTION   |  |                |
| STOCK NUMBER: 5915021971587  |  |                |
| NEW SERIAL NUMBER (GAIN): 15A579382  |  |                |
| OLD SERIAL NUMBER (LOSS):  |  |                |
| ENTER NEW SERIAL NUMBER AND OLD SERIAL NUMBER<br>AND PRESS <Esc> TO CONTINUE |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0142    |

Figure 8.7-4. Serial Number Correction Screen

(a) On this screen, enter the serial number being gained (new) and serial number being lost (old) in the appropriate fields.

(b) Once this data is entered, press <Esc>. The system formats a DIC BKB (serial number gain) and a DIC BKD (serial number lost) transaction. These transactions go to the Transactions-Out File to be forwarded to SARSS2B for use in serial number tracking. The system returns to the SARSS1 Serial Number Maintenance screen with a message that gain and loss transactions have been formatted for forwarding to SARSS2B.

(c) At this point, press <Esc> and the screen returns to a blank Serial Number Maintenance Process screen.

c. When Transactions-Out to SARSS1, SARSS2A or SARSS2B (TRANOUT) or Close-Out (CLO) is run, the DIC BKB and BKD transactions are forwarded to SARSS2B for posting to the Serial Number Master File.

**8.8 Warehouse Operator Menu (WOM).** This selection allows the user to perform specific warehouse functions concerning issue, shipment of stock and documentation recovery. To access this process enter **WOM** on the action line and press <Esc>. The system displays the SARSS1 Warehouse Operator Menu (figure 8.8-1).

|   |                                |                |
|---|--------------------------------|----------------|
| DATE: MM/DD/YY  | SARSS1 WAREHOUSE OPERATOR MENU | TIME: HH:MM:SS |
| <p>PROCESS</p> <p>+++++</p> <p>&lt;===DOCUMENTATION</p> <p>&lt;===CREATE CUSTOMER BIN LABEL</p> <p>X &lt;===MANUAL CUSTOMER PICKUP</p> <p>&lt;===MANUAL SHIPPING</p> <p>&lt;===RECOVER MROs</p> <p>&lt;===AMS SHIPPING &amp; CARD CREATION</p> <p>ENTER "X" BY PROCESS TO BE EXECUTED AND PRESS &lt;ESC&gt;</p> <p>ACTION: &lt;=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0518</p> <p>&lt;HOME&gt;=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT</p> |                                |                |

Figure 8.8-1. SARSS1 Warehouse Operator Menu

a. Displayed on this menu are six functions used by storage/warehouse personnel.

(1) Documentation - The Documentation Process is used to print documents required during operations such as Customer Pickup and Shipment Lists and Tally Sheets.

(2) Create Customer Bin Label - This selection is used to create bin labels on the thermal printer to be placed on the customer's pickup or shipping bins.

(3) Manual Customer Pickup - This process is selected when a customer representative arrives to pick up items. This process can also be performed using the PDCD.

(4) Manual Shipping - This process is used when items are shipped rather than picked up by a customer. This is normally done when the customer's location prohibits them from coming to the SSA to pick up items. This process may be performed interactively or by using the PDCD.

(5) Recover MROs - This selection allows the user to recover MROs previously generated by the SARSS1 system.

(6) AMS Shipping & Card Creation - This selection allows you to write transactions to an AMS laser card for inclusion with a shipment.

b. The Warehouse Operator Menu functions will be explained in the sequence that they are normally performed. Enter **X** to select Manual Customer Pickup and press <Esc>. The system displays the SARSS1 Manual Pickup screen (figure 8.8-2).

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 MANUAL CUSTOMER PICKUP  | TIME: HH:MM:SS |
| Enter 'X' by appropriate selection.  |  |                |
| CREATE CUSTOMER LIST FOR VERIFICATION .....                                      |  |                |
| DISPLAY CUSTOMER LISTS AWAITING VERIFICATION .....                               |  |                |
| VERIFY CUSTOMER PICKUP LIST .....  |  |                |
| REPRINT CUSTOMER LIST FOR VERIFICATION .....                                     |  |                |
| CANCEL PICKUP VERIFICATION LIST .....  |  |                |
| CONTROL NO. and CUSTOMER DODAAC:   |  |                |
| To REPRINT OR CANCEL Customer List for Verification, enter Control No. & DODAAC. |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0514    |

Figure 8.8-2. SARSS1 Manual Pickup Screen

**8.8.1 Manual Customer Pickup.** The SARSS1 Manual Customer Pickup screen provides five options: Create Customer List for Verification, Display Customer Lists Awaiting Verification, Verify Customer Pickup List, Reprint Customer List for Verification, and Cancel Pickup Verification List. When stock picking is completed and a customer is ready to pick up their stock, the operator will enter **X** by Create Customer List for verification and press <Esc>. The system displays the screen in figure 8.8-3.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 MANUAL CUSTOMER PICKUP   | TIME: HH:MM:SS |
| ENTER CUSTOMER DODAAC..... WTUTRC   |   |                |
| ENTER PRINTER NO..... 1   |   |                |
| ENTER DODAAC FOR WHICH PICKUP IS BEING MADE AND PRINTER NUMBER                |   |                |
| PRESS <ESC> TO CONTINUE   |   |                |
| THERE ARE NO TRANSACTIONS FOR THE DODAAC ENTERED.<br>PRESS <ESC> TO CONTINUE. |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0515    |

Figure 8.8-3. SARSS1 Manual Pickup (Verification Process) Screen

a. Enter information from a customer ID card and a printer number, and press <Esc>. If the customer ID or customer ID/DODAAC combination entered is incorrect, the system displays an error message; otherwise, the following occurs:

(1) The system will display a working message and then inform the operator that the transactions for the entered DODAAC have been sent to the Letter Size Queue (LQ). If the LQ is on line, the list will start printing; otherwise, the queue must be set. If a list was previously produced and posting was not accomplished, the system displays the message "THERE ARE NO TRANSACTIONS FOR THE DODAAC ENTERED. PRESS <Esc> TO CONTINUE."

(2) If you cannot locate the list, select the Display Customer Lists Awaiting Verification option on the Manual Customer Pickup screen and press <Esc>. The system displays the screen shown in figure 8.8-4.

|   |   |                           |                           |
|---|---|---------------------------|---------------------------|
| DATE: MM/DD/YY  | SARSS1 UNVERIFIED PICKUP LISTS  | TIME: HH:MM:SS            |                           |
| CONTROL<br>NUMBER<br>-----                                | CUSTOMER<br>DODAAC<br>-----   | DATE<br>(DDMMYY)<br>----- | TIME<br>(HHMMSS)<br>----- |
| 0001  | WTUTRA  | 240596                    | 105836                    |
| Press <F2> to return.<br>Press <Esc> to view next screen. |   |                           |                           |
| ACTION:<br><HOME>=HELP                                    | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                           | SCREEN 0525               |

Figure 8.8-4. SARSS1 Unverified Pickup Lists Screen

(3) Find the list you need and note the control number. Press <F2> to return to the Manual Customer Pickup screen.

(4) Select the Reprint Customer List for Verification option, enter the control number and customer DODAAC, then press <Esc>. The system sends the pickup list to the Letter-Sized Forms Queue for printing.

(5) After the pickup list has been printed, use it to verify the quantities issued to the customer. In the QTY ISSUED column, write the actual quantity issued to the customer.

b. After the pickup list has been completed, type **X** by Verify Customer Pickup List, then press <Esc>. The system displays the screen shown in figure 8.8-5.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 MANUAL CUSTOMER PICKUP<br>DISPLAY VERIFICATION LIST   | TIME: HH:MM:SS |
| ENTER CUSTOMER ID. ....                                  |  |                |
| ENTER CONTROL NO .....                                   |  |                |
| ENTER CUSTOMER DODAAC .....                              |  |                |
| ENTER CUSTOMER ID, CONTROL NUMBER, AND CUSTOMER'S DODAAC |  |                |
| PRESS <ESC> TO CONTINUE                                  |  |                |
| ACTION:<br><HOME>=HELP                                   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0527    |

Figure 8.8-5. SARSS1 Manual Customer Pickup Screen

c. Enter the ID of the customer picking up stock, the control number from the verification list, and the DODAAC of the customer unit. When you press <Esc>, the system checks to ensure that the customer representative is authorized to pick up for the entered DODAAC and is currently listed as active on the MROC Customer File.

(1) If the customer ID is inactive or is not listed as an authorized representative for the entered DODAAC, the system displays an error message.

(2) If the customer ID passes the system edits, the screen shown in figure 8.8-6 appears.

|  |              |  |       |            |                |
|--|--------------|--|-------|------------|----------------|
| DATE: MM/DD/YY   |              | SARSS1 MANUAL CUSTOMER PICKUP<br>VERIFY ITEMS ISSUED |       |            | TIME: HH:MM:SS |
| DOCUMENT NUMBER  | SUFX         | RIC  | QTY   | QTY ISSUED |                |
| WTUTRA 3057 0001   |              | AIR  | 00005 |            |                |
| WTUTRA 3058 0001   |              | AIR  | 00005 |            |                |
| WTUTRA 3100 0005   |              | AIR  | 00004 |            |                |
| WTUTRA 3100 0006   |              | AIR  | 00001 |            |                |
| WTUTRA 3114 0005   |              | AIR  | 00010 |            |                |
| WTUTRA 3119 0015   |              | AIR  | 00010 |            |                |
| Enter ONLY the QUANTITY ISSUED. Enter ZERO for a COMPLETE DENIAL. Leave BLANK if you DO NOT want to ISSUE/DENY at this time. |              |  |       |            |                |
| NEXT PAGE<br><F1>  | QUIT<br><F3> | UPDATE<br><F5>                                       |       |            | SCREEN 0516    |

Figure 8.8-6. SARSS1 Manual Shipping (Verify Items Issued) Screen

(3) Using the information from the annotated verification list, the operator posts the Quantity issued field with either a zero (for a full denial) or enters the Quantity issued. When all MROs on the screen are posted, the operator presses <F5>. A second screen may be displayed if more MROs are pending verification. MROs which are not posted will remain on the list until they are issued or denied.

(4) When verification posting is completed, the system returns the SARSS1 Manual Pickup screen with a message prompt as shown in figure 8.8-7.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 MANUAL CUSTOMER PICKUP  | TIME: HH:MM:SS |
| Enter 'X' by appropriate selection.  |  |                |
| CREATE CUSTOMER LIST FOR VERIFICATION .....                                      |  |                |
| DISPLAY CUSTOMER LISTS AWAITING VERIFICATION .....                               |  |                |
| VERIFY CUSTOMER PICKUP LIST .....  |  |                |
| REPRINT CUSTOMER LIST FOR VERIFICATION .....                                     |  |                |
| CANCEL PICKUP VERIFICATION LIST .....  |  |                |
| CONTROL NO. and CUSTOMER DODAAC:   |  |                |
| To REPRINT OR CANCEL Customer List for Verification, enter Control No. & DODAAC. |  |                |
| ALL TRANSACTIONS HAVE BEEN VERIFIED  |  |                |
| PRESS <ESC> TO CONTINUE  |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0514    |

Figure 8.8-7. SARSS1 Manual Pickup (Message Prompt) Screen



**8.8.2 Manual Shipping.** The Manual Shipping Process is used to ship items to SSA customers who are normally unable to come to the SSA to pick up their items. This process is also used when the SSA is required to ship items outside the corps area. To select this process, enter **X** by the Manual Shipping option and press <Esc>. The system displays the SARSS1 Manual Shipping screen (figure 8.8-8) with five selections: Create Verification Shipping List, Display Shipping Lists Awaiting Verification, Verify Shipment, Cancel Verification Shipping List, and Reprint Verification Shipping List.

| DATE: MM/DD/YY  | SARSS1 MANUAL SHIPPING  | TIME: HH:MM:SS |
|---|---|----------------|
| Enter 'X' by appropriate selections and press <ESC>.            |   |                |
| CREATE VERIFICATION SHIPPING LIST ..... X                       |   |                |
| DISPLAY SHIPPING LISTS AWAITING VERIFICATION.....               |   |                |
| VERIFY SHIPMENT .....   |   |                |
| CANCEL VERIFICATION SHIPPING LIST .....                         |   |                |
| REPRINT VERIFICATION SHIPPING LIST .....                        |   |                |
| Enter TCN:  |   |                |
| To REPRINT OR CANCEL Shipping List for Verification, enter TCN. |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0510    |

Figure 8.8-8. SARSS1 Manual Shipping Screen

(1) When stock picking actions are completed and shipment is directed, the operator enters **X** by Create Verification Shipping List and presses <Esc>. The system displays the screen shown in figure 8.8-9.

|   |   |   |
|---|---|---|
| DATE: MM/DD/YY  | SARSS1 MANUAL SHIPPING<br>CREATE VERIFICATION LIST  | TIME: HH:MM:SS  |
| ENTER SHIP TO DODAAC .....  |   | NOTE: When NOADRS is entered<br>it will create a verification<br>list ONLY for referral/excess<br>MRO's that were generated and<br>the ship-to RIC/DODAAC was not<br>on the DODAAF file at time of<br>creation. |
| ENTER TCN .....   |   |   |
| ENTER PRIORITY .....  |   |   |
| ENTER PRINTER NUMBER.....   |   |   |
| ENTER DODAAC TO WHICH SHIPMENT IS TO BE MADE.<br>IF KNOWN, ENTER TCN AND PRIORITY. IF NOT ENTERED, SYSTEM WILL ASSIGN |   |   |
| PRESS <ESC> TO CONTINUE   |   |   |
|   |   |   |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0511   |

Figure 8.8-9. SARSS1 Manual Shipping (Create Verification List) Screen

(a) The operator enters the necessary data for DODAAC, TCN, priority, and printer number and presses <Esc>. The system displays a working message and then informs the operator that the transactions for the entered DODAAC have been sent to the Letter Size Queue (LQ). If the LQ is on line, the list will start to print immediately; otherwise, the queue must be set. If a list was previously produced and posting not accomplished at this time, the system displays a message stating that there are no transactions for the DODAAC entered. The Recreate Shipping List selection must be used to generate the list again.

(b) TCN information, if left blank, will be assigned automatically by the system and consist of a randomly selected first document number included in the shipment, followed by ZZZ. When shipments are to be made outside the corps area, TCN/GBL information must be requested from the transportation office prior to executing this process.

(c) The SARSS1 Manual Shipping (Verify Shipment) List reflects MROs which have been through the stock picking process. The list will verify the quantities issued at the time of shipment.

(2) If you cannot locate a list, select the Display Shipping Lists Awaiting Verification option on the Manual Shipping screen and press <Esc>. The system displays the screen shown in figure 8.8-10.

|                                   |                                  |  |
|-----------------------------------|----------------------------------|--|
| DATE: MM/DD/YY                    | SARSS1 UNVERIFIED SHIPPING LISTS | TIME: HH:MM:SS                             |
| TCN<br>-----<br>WTUTRA52230005ZZZ | SHIP TO<br>DODAAC<br><br>WTUTRA  | TCN<br>-----<br>SHIP TO<br>DODAAC<br>----- |

Press <F2> to return.  
Press <ESC> to view next screen.

ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0526  
<HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 8.8-10. SARSS1 Unverified Shipping Lists Screen

- (a) Find the list you need and note the TCN. Press <F2> to return to the Manual Shipping screen.
- (b) Select the Recreate Shipping List option, enter the TCN, and press <Esc>. The system sends the Verify Shipment List to the Letter-Sized Forms Queue for printing.
- (c) After the Verify Shipment List has been printed, use it to verify the quantities packed for shipment to the customer. In the QTY SHIPPED column, write the actual quantity released for shipment to the customer.

(2) After completing the Verify Shipment List, enter **X** by the Verify Shipment option and press <Esc>. The system displays the screen in figure 8.8-11.

| DATE: MM/DD/YY   | SARSS1 MANUAL SHIPPING  | TIME: HH:MM:SS |
|--|---|----------------|
| <p>Enter TCN:</p> <p>Long Form MRO: (Y/N)</p> <p>Printer Number:</p> <p>Enter TCN of shipment to be verified.<br/>Enter "Y" or "N" for long form MROs.<br/>If long form MROs = "Y", enter printer number<br/>on which you want long form MROs printed.</p> <p>Press &lt;ESC&gt; to continue.</p> |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0521    |

Figure 8.8-11. SARSS1 Manual Shipping Screen

(a) The operator enters the TCN found on the Verify Shipment List. A printer number should be entered only if a long form MRO is desired (long form MROs are used for shipping outside the corps area). MROs generated by this selection can be identified by the word "Shipment" beside the recovery number. When the operator presses <Esc>, the system displays the screen in figure 8.8-12.

|   |              |  |       |             |                |
|---|--------------|--|-------|-------------|----------------|
| DATE: MM/DD/YY  |              | SARSS1 MANUAL SHIPPING<br>VERIFY ITEMS SHIPPED |       |             | TIME: HH:MM:SS |
| TCN..... WTUTRB52230005ZZZ  |              |  |       |             |                |
| DOCUMENT NUMBER   | SUFFIX       | RIC  | QTY   | QTY SHIPPED |                |
| WTUTRB 3058 0010  |              | AIR  | 00004 |             |                |
| WTUTRB 5223 0005  |              | AIR  | 00003 |             |                |
| WTUTRB 5223 0006  |              | AIR  | 00003 |             |                |
| WTUTRB 5223 0008  |              | AIR  | 00003 |             |                |
| WTUTRB 5223 0010  |              | AIR  | 00003 |             |                |
| WTUTRB 5223 0011  |              | AIR  | 00005 |             |                |
| Enter ONLY the QUANTITY SHIPPED. Enter ZERO for a<br>COMPLETE DENIAL. Leave BLANK if you DO NOT want to<br>ISSUE/DENY at this time. |              |  |       |             |                |
| NEXT PAGE<br><F1>   | QUIT<br><F3> | UPDATE<br><F5>                                 |       |             | SCREEN 0512    |

Figure 8.8-12. SARSS1 Manual Shipping (Verify Shipment) Screen

(b) Using the information from the annotated shipping verification list, the operator posts the Quantity Shipped field with the actual quantity released for shipment to the customer or leaves the field blank. When all MROs on the screen are posted, the operator presses <F5> and a working message is displayed. A second verification screen may appear if more MROs are pending verification. MROs which are not posted will appear on the next verification list generated and will remain on each subsequent list until they are issued or denied.

(c) When shipment verification posting is completed, the operator presses <Esc> and the system returns the SARSS1 Manual Shipping screen with a message as shown in figure 8.8-13.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 MANUAL SHIPPING  | TIME: HH:MM:SS |
| Enter 'X' by appropriate selections and press <ESC>.            |   |                |
| CREATE VERIFICATION SHIPPING LIST ..... X                       |   |                |
| DISPLAY SHIPPING LISTS AWAITING VERIFICATION.....               |   |                |
| VERIFY SHIPMENT.....  |   |                |
| CANCEL VERIFICATION SHIPPING LIST.....                          |   |                |
| REPRINT VERIFICATION SHIPPING LIST .....                        |   |                |
| Enter TCN:  |   |                |
| To REPRINT OR CANCEL Shipping List for Verification, enter TCN. |   |                |
| ALL TRANSACTIONS HAVE BEEN VERIFIED                             |   |                |
| PRESS <ESC> TO CONTINUE   |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0510    |

Figure 8.8-13. SARSS1 Manual Shipping (Message Prompt) Screen

**8.8.3 Customer Pickup/Shipping Using the PDCD.** Using the PDCD to perform customer pickup or shipping actions provides the user an enhanced and efficient method to accurately process issue, pickup, and shipment. Using the PDCD assists the issue section of the SSA in processing MROs being issued to an authorized representative of the customer unit or shipped to a remote customer unit and wholesale activities. It processes MROs awaiting issue, and sends appropriate data to the Documentation and MRO History Processes.

**NOTE:** If your SARSS1 operates in the Store & Forward mode, you must first transfer customer pickup data to the PDCD. Refer to appendix G for further instructions.

**8.8.3.1 Customer Pickup (PDCD).** To access the PDCD Customer Pickup Process, enter **4** in the selection block of the PDCD Master Menu and press <Enter>. The first pickup screen shown in figure 8.8-14 appears.

|                   |      |       |
|-------------------|------|-------|
| MM/DD/YY          | [MA] | HH:MM |
| PICKUP            |      |       |
| Index No:         |      |       |
| Dodaac:           |      |       |
| <F1> Manual Entry |      |       |
| <F3> Pause Pickup |      |       |

Figure 8.8-14. PDCD 1st Pickup Screen

a. The customer representative must present their bar-coded ID card for scanning or manual entry on the PDC D. Once the index number is input, the unit bin label for the customer DODAAC is either scanned or entered manually on the PDCD. The second pickup screen (figure 8.8-15) is displayed.

|                   |      |       |
|-------------------|------|-------|
| MM/DD/YY          | [MA] | HH:MM |
| PICKUP            |      |       |
| Index No: 0000008 |      |       |
| Dodaac: WMROCA    |      |       |
| <F1> Manual Entry |      |       |
| <F3> Pause Pickup |      |       |
| <ENTER> Accept    |      |       |

Figure 8.8-15. PDCD 2nd Pickup Screen

b. The system checks the Customer Files to ensure that the representative is authorized to pick up items for the customer unit. If the representative is authorized to pick up, the PDCD displays a third pickup screen (figure 8.8-16) so the user can scan MROs as items are removed from the customer bin and given to the customer.

|  |      |       |
|--|------|-------|
| MM/DD/YY                               | [MA] | HH:MM |
| PICKUP                                 |      |       |
| Cust. DODAAC:                          |      |       |
| MRO Document Number<br>WMROCA52620063  |      |       |
| MRO Stock Number<br>6150000162353      |      |       |
| MRO RIC, UI, QTY, CndCd<br>AIREA00001A |      |       |
| <F1> Manual Entry                      |      |       |
| <F3> Pause Pickup                      |      |       |
| <F5> Pickup Complete                   |      |       |

Figure 8.8-16. PDCD 3rd Pickup Screen

c. Before entering the index number and DODAAC, ensure that the customer has at least one MRO to be processed.

d. Either scan or manually enter the required data for the MRO Document Number, Stock Number, RIC, UI, Qty and Condition Code fields on the screen. When these entries are completed, the PDCD displays the screen in figure 8.8-17 allowing the user to either verify and accept the data, or abort the pickup.

|                                |      |       |
|--------------------------------|------|-------|
| MM/DD/YY                       | [MA] | HH:MM |
| PICKUP                         |      |       |
| Doc#:<br>WMROCA52620063    AIR |      |       |
| Stk #:<br>6150000162353        |      |       |
| CondCd: A                      |      |       |
| Qty: 00007                     |      |       |
| <ESC> Abort Pickup             |      |       |
| <ENTER> Accept                 |      |       |

Figure 8.8-17. PDCD Pickup (Verify/Abort) Screen



e. After data has been entered for all MROs designated for the customer DODAAC, the user presses <F5> to complete the PDCD Pickup Process. The PDCD will then display a confirmation screen (figure 8.8-18) indicating that the Pickup Process has been completed.

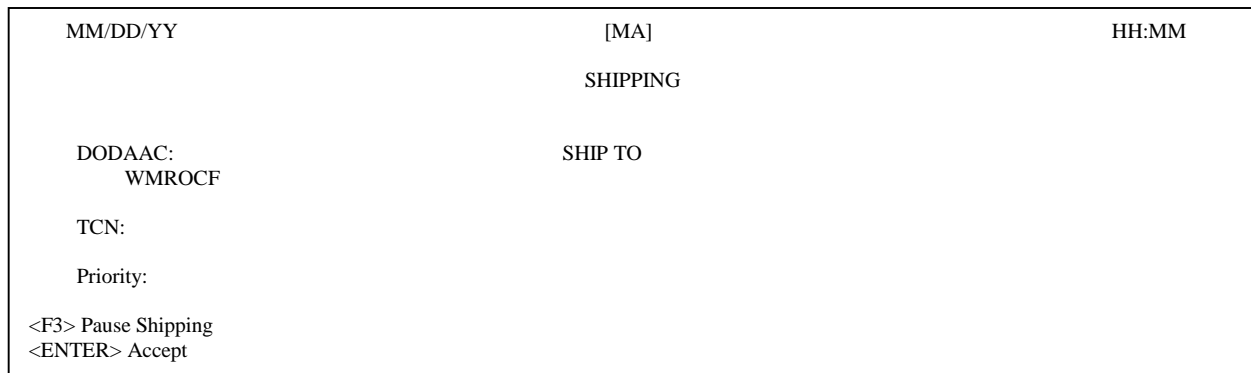
A rectangular screen with a black border. The text "Pickup Process" is on the first line, and "COMPLETED." is on the second line, both left-aligned.

Pickup Process  
COMPLETED.

Figure 8.8-18. PDCD Confirmation Screen

f. After completing the Customer Pickup Process, the user accesses the Documentation Process under the Warehouse Operators Menu to produce an issue list showing all document numbers that were processed. Then the customer representative must sign the issue list indicating that it is correct and items were received.

**8.8.3.2 Shipment (PDCD).** To access the PDCD Shipping Process, enter **3** in the selection block of the PDCD Master Menu and press <Enter>. The first shipping screen (figure 8.8-19) appears.

A rectangular screen with a black border. It contains several lines of text: "MM/DD/YY" and "[MA]" on the first line, "HH:MM" on the second line, "SHIPPING" on the third line, "DODAAC:" and "SHIP TO" on the fourth line, "WMROCF" on the fifth line, "TCN:" on the sixth line, "Priority:" on the seventh line, and two lines of instructions at the bottom: "<F3> Pause Shipping" and "<ENTER> Accept".

MM/DD/YY [MA] HH:MM  
SHIPPING  
DODAAC: SHIP TO  
WMROCF  
TCN:  
Priority:  
<F3> Pause Shipping  
<ENTER> Accept

Figure 8.8-19. PDCD 1st Shipping Screen

a. On this screen the user will enter the DODAAC of the activity to which the item is to be shipped, along with the Transportation Control Number (TCN) and priority of the shipment (if known). Press <Enter> to accept the entries or <F3> to pause the shipping process. If the <Enter> key is pressed, the PDCD displays the second shipping screen (figure 8.8-20).

|                                    |      |       |
|------------------------------------|------|-------|
| MM/DD/YY                           | [mF] | HH:MM |
| SHIPPING                           |      |       |
| -----                              |      |       |
| IF LONG FORM MROS<br>ARE REQUIRED, |      |       |
| ENTER 'X':                         |      |       |
| PRINTER NUMBER:                    |      |       |
| SCAN BY INDEX<br>NUMBER? Y/N :     |      |       |
| <ENTER> TO CONTINUE                |      |       |

Figure 8.8-20. PDCD Pickup 2nd Shipping Screen

b. The user must enter **X** (if long form MROs are required) and then the printer number to receive output. For long form MROs, leave this field blank. If you have short form MROs and you need to have long form MROs for the shipment, enter **X** in this field. The SCAN BY INDEX NUMBER option allows the MRO Index/Recovery number on the Shipping/Verification Information document to be scanned when verifying a shipment. Press <Enter> to continue the process and figure 8.8-21 is displayed.

|   |      |       |
|---|------|-------|
| MM/DD/YY  | [mF] | HH:MM |
| SHIPPING  |      |       |
| Cust. DODAAC:   |      |       |
| MRO Index Number  |      |       |
| F1 Scan Doc Info<br>F2 Pause Shipping<br>F3 Shipping Complete |      |       |

Figure 8.8-21. PDCD 3rd Shipping Screen

c. Depending on the type of MROs used (bar-coded, non-bar-coded), the user will either scan the bar-coded MROs or press <F1> and then manually enter the DODAAC and press <Enter>. The highlight moves to the next data field. This procedure will be repeated for each data element. Additionally, if a bar-coded MRO is scanned and a data field will not scan, press <F1>, enter the data, and press <Enter>. Continue scanning the remaining bar-coded fields on the MRO. When all data entry is completed and <Enter> is pressed, the PDCD displays the screen in figure 8.8-22.

|                      |      |       |
|----------------------|------|-------|
| MM/DD/YY             | [MA] | HH:MM |
| SHIPPING             |      |       |
| Stk#: 6150000162358  |      |       |
| CondCd: A            |      |       |
| Qty: 00001           |      |       |
| <ESC> Abort Shipping |      |       |
| <ENTER> Accept       |      |       |

Figure 8.8-22. PDCD 4th Shipping Screen

d. This screen provides the user the means to verify the stock number, Condition Code of the item, and the quantity being shipped. Additionally, it provides the user the option to abort the shipping. The user continues scanning or manually entering MRO data designated for that DODAAC until all MROs have been processed. When all MROs for shipment have been processed, the user presses <F5>. The screen shown in figure 8.8-23 is displayed on the PDCD confirming the shipping process.

|                  |
|------------------|
| Shipping Process |
| COMPLETED.       |

Figure 8.8-23. PDCD Shipping Confirmation Screen

e. If you are operating in the Store & Forward mode, you must transfer the shipment data from the PDCD to the workstation for processing. Refer to appendix G for further instructions.

f. A Shipping List is created in the Shipping List File. A copy of the shipping list will be included with the shipment. The Shipping List File is used to print the list as desired and for reference as needed. Printing of a shipping list is discussed in paragraph 8.8.4 of this section.

**8.8.4 Documentation.** As previously discussed the Documentation function is used to print documents such as Issue Lists, Shipping Lists, and Tally Sheet Reports. Certain actions such as customer pickup and shipping must be accomplished interactively or using PDCD prior to selection of these functions. To access this process, enter **X** by the Documentation selection and press <Esc>. The system displays the SARSS1 Documentation Selection Menu (figure 8.8-24) with the following options available: Issue List, Shipping List, Tally Sheet Report; and Recreate Shipping List.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY                                | SARSS1 DOCUMENTATION SELECTION MENU  | TIME: HH:MM:SS |
| X ISSUE LIST                                  |  |                |
| SHIPPING LIST TCN: (OPTIONAL ENTRY)           |  |                |
| TALLY SHEET REPORT                            |  |                |
| RECREATE SHIPPING LIST TCN: (MANDATORY ENTRY) |  |                |
| ENTER PRINTER NUMBER: 1                       |  |                |
| "WORKING"                                     |  |                |
| ACTION:<br><HOME>=HELP                        | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0504    |

Figure 8.8-24. SARSS1 Documentation Selection Menu

a. Issue List - When verification of customer pickup is completed, selection of this option and entry of a printer number will cause the system to display a working message and then a second message that states that the report has been sent to the Letter Size Queue. The Issue List (PCN AJT-051, see appendix C) is produced so it can be signed by the individual receiving the items. This signed Issue List will be maintained in accordance with the unit standing operating procedures (SOP).

b. Shipping List - When verification of shipment is completed, selection of this option and entry of TCN data (optional) and a printer number will cause the system to display a working message and then a second message which states the report has been sent to the Letter Size Queue. If the Letter Size Queue is on line, the list starts to print immediately; otherwise, the queue must be set. The Shipping List (PCN AJT-049, see appendix C) is produced for enclosure with the shipment and includes all MROs (in document number sequence) within this shipment.

c. Tally Sheet Report - Provides the user with a tally sheet of TCNs shipped from the SSA. To access this process, enter **X** by the option, enter a printer number, and press <Esc>. The system displays the Tally Sheet Report Process screen (figure 8.8-25) requiring the DODAAC of the receiving activity and entry of TCN data.

|                                     |                                     |                |
|-------------------------------------|-------------------------------------|----------------|
| DATE: MM/DD/YY                      | TALLY SHEET REPORT PROCESS          | TIME: HH:MM:SS |
| ENTER DODAAC OF RECEIVING ACTIVITY: |                                     |                |
| TCN                                 | ENTER TCN(S) FOR TALLY SHEET<br>TCN | TCN            |

If more TCNs are to be entered, press <F10> for next screen.  
 If TCN entry is complete, press <ESC> to PRINT tally sheet  
 OR enter valid command to exit process.

|             |  |             |
|-------------|--|-------------|
| ACTION:     | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0505 |
| <HOME>=HELP | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |             |

Figure 8.8-25. Tally Sheet Report Process Screen

(1) The DODAAC entered should be that of the activity which will actually receive the shipment. Next, enter the TCN data for those shipments processed.

(2) Additional TCN screens are presented when the first screen is filled and the operator presses <F10>. When all TCN data is input, press <Esc>. The system will prompt a working message and then state that the report has been sent to the Letter Size Queue (LQ). If the LQ is on line, the Tally Sheet (PCN AJT-046, see appendix C) is produced; otherwise, the operator must queue the report.

d. **Recreate Shipping List** - This process allows you to reprint a shipping list that has been misplaced or damaged. To use this option, enter **X** beside this option, and the TCN from the original document. Enter a printer number and press <Esc> to send the list to the Letter-Size Forms Queue.

**8.8.5 Create Customer Bin Labels.** This process allows the user to create bin labels for customer pickup bins and holding areas. To access this process, enter **X** by Create Customer Bin Labels and press <Esc>. The system displays the screen in figure 8.8-26. Note the caution message in the center of the screen.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS CREATE CUSTOMER BIN LABEL   | TIME: HH:MM:SS |
| DODAAC:  |   |                |
| ENTER PRINTER NUMBER:  |   |                |
| CAUTION!! CUSTOMER BIN LABELS WILL NOT FIT ON STANDARD<br>BIN LABEL STOCK. SUGGEST YOU USE THE LOWRY<br>PRINTER FOR THESE LABELS AND MANUALLY FEED<br>THE HIP PRINTER MRO PAPER THROUGH THE LOWRY. |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 0506    |

Figure 8.8-26. SARSS1 Create Bin Label Screen

a. Enter the customer's DODAAC and a printer number on which the label will be printed and press <Esc>. The system displays a working message and returns a blank Create Customer Bin Label screen. The customer bin label is sent to the Bin Label Printer Queue. If on line, the process would immediately print the customer bin label (figure 8.8-27); otherwise, Bin Label Printer Queue must be selected.

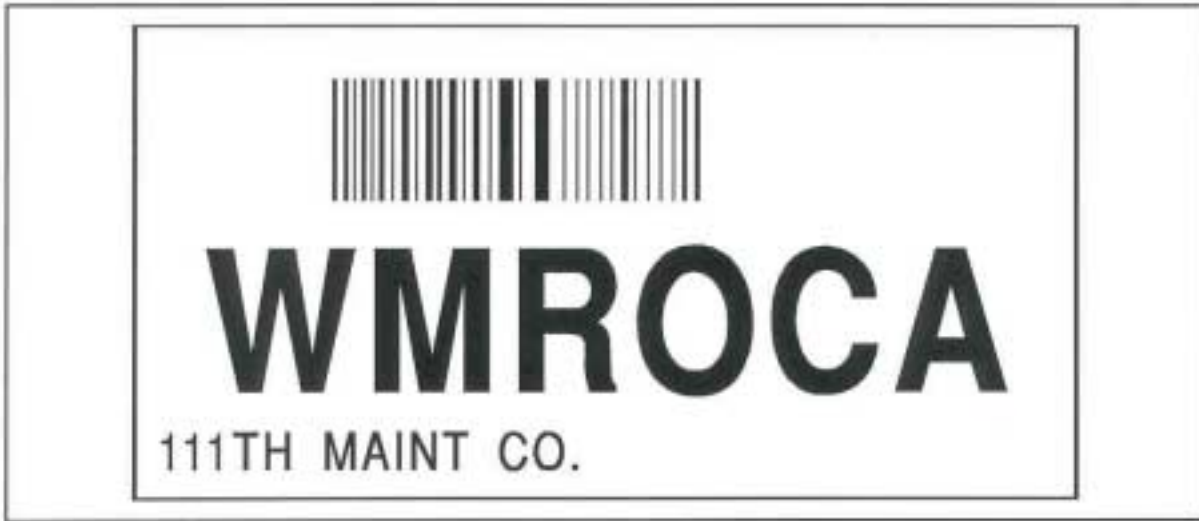


Figure 8.8-27. Sample Customer Bin Label

b. The printer number entered must be that of the thermal printer; otherwise, the system will display an error message saying the printer must be thermal.

**8.8.6 Recover MROs.** This process is used to recover MROs that have been generated previously by SARSS1. When an MRO is selected for print through MRO Management, the document number for that MRO and the control number for the print file will be written to an MRO Recovery File. If the need to recover MROs arises, you may do so by selecting WOM from the SASRSS1 Storage Support Menu, then selecting the Recover MROs option from the Warehouse Operator Menu. All print file control numbers and the date/time stamp indicating when the file was sent to print since the last Close-Out will be listed. The MRO Recovery File will be purged at Close-Out (figure 8.8-28).

a. To view a list of document numbers in a print job, determine the control number of the print job, place an **X** next to the control number, and press <Esc>. A list of all the document numbers of MROs in that print job will be displayed.

|  |                            |   |                            |                |  |
|--|----------------------------|---|----------------------------|----------------|--|
| DATE: MM/DD/YY   |                            | SARSS1 MRO RECOVERY   |                            | TIME: HH:MM:SS |  |
| CONTROL<br>NUMBER  | DATE/TIME<br>DDMMYY HHMMSS | CONTROL<br>NUMBER   | DATE/TIME<br>DDMMYY HHMMSS |                |  |
| 009152520  | 090198 152520              | 009175317   | 090198 175318              |                |  |
| 009175319  | 090198 175319              | 009175321   | 090198 175321              |                |  |
| 009175325  | 090198 175326              | 009175328   | 090198 175328              |                |  |
| 009175329  | 090198 175329              | 009175332   | 090198 175332              |                |  |
| 009175341  | 090198 175341              | 009175342   | 090198 175342              |                |  |
| 009175346  | 090198 175346              | 009175348   | 090198 175348              |                |  |
| 009175358  | 090198 175358              | 009175401   | 090198 175401              |                |  |
| 009175404  | 090198 175405              | 009175407   | 090198 175407              |                |  |
| 009175413  | 090198 175413              | 009175417   | 090198 175418              |                |  |
| 009175421  | 090198 175421              | 009175422   | 090198 175422              |                |  |
| Place an X to view associated MROs for Control Numbers listed and<br>Press <ESC> |                            |   |                            |                |  |
| ACTION:<br><HOME>=HELP   |                            | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                            | SCREEN 1401    |  |

Figure 8.8-28. MRO Recovery Screen



- b. The user must enter the printer number where they wish to print the recovered MROs (figure 8.8-29).

|  |                      |                |
|--|----------------------|----------------|
| DATE: MM/DD/YY   | SARSS1 RECOVERY MROS | TIME: HH:MM:SS |
| Enter printer number: _  |                      |                |
| ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1409<br><HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                      |                |

Figure 8.8-29. SARSS1 Recovery MROs (Printer Designation) Screen

- c. The user will then be able to place an "X" next to each document number he wishes to re-print (figure 8.8-30).

|  |                     |                |
|--|---------------------|----------------|
| DATE: MM/DD/YY   | SARSS1 MRO RECOVERY | TIME: HH:MM:SS |
| Document Number  | Document Number     |                |
| W36BYA 7293 0114   | W34QVB 7293 0042    |                |
| W34QVB 7293 0045   | W34QVB 7293 0049    |                |
| W34QVB 7293 0055   | W34QVB 7293 0056    |                |
| W34QVB 7293 0060   | W34QVB 7293 0061    |                |
| W34QVB 7293 0064   | W34QVB 7293 0065    |                |
| Place an X next to each MRO you wish to reprint for Document Number listed.<br>Press <ESC>   |                     |                |
| ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1408<br><HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                     |                |

Figure 8.8-30. SARSS1 Recovery MROs (Reprint Selection) Screen

d. If the MRO printer queue is set, the MROs will begin to print; otherwise the MROS must be queued to receive the MROs. All MROs produced in this manner will have "Reprint" in the heading of the MRO.

**8.9 Automated Manifest System (AMS).** These processes are used for processing AMS receipts from Wholesale by reading an AMS DSU laser card, and for writing shipping data to AMS cards. The system will edit the laser card data, and if the "Mark For DODAAC" is the processing SARSS1 DODAAC, the system will create an AMS File with each Government Bill of Lading (GBL) on the optical laser card for that DODAAC. Unlimited AMS Files can be generated when multiple AMS DSU optical laser cards are input to the system.

a. AMS requires that a single SARSS1 terminal be designated as the AMS terminal to which the AMS reader/writer device will be attached and in which a Conlux Optical Card Reader/Writer SCSI card will be installed. The SARSS1 Set Control Parameters (SSCP) screen shows the AMS Batch Receipts switch and the AMS device terminal selection field, which are used to turn on/off AMS batch processing and to assign the AMS terminal.

**NOTE:** Ensure that the designated terminal is labeled as the "AMS Terminal." If repair becomes necessary and another terminal is required, the Conlux Optical Card Reader/Writer SCSI card must be placed in the new terminal. Since the AMS reader/writer device is peripheral equipment, ensure that it is turned on prior to turning on one of the designated AMS terminals.

b. Based on system parameters (AMS Batch Receipts Switch), AMS transactions may be batch processed or interactively processed using the SARSS1 keyboard or PDCD. All required documentation is produced for each AMS receipt processed.

c. To access AMS processes, enter **AMS** on an action line and press <Esc>. The system displays the screen shown in figure 8.9-1 with the following subprocesses available to the user:

|                |  |                |
|----------------|--|----------------|
| DATE: MM/DD/YY | SARSS1 AMS SELECTION MENU                                    | TIME: HH:MM:SS |
| COMMAND        | AMS PROCESSES  |                |
| +++++          | +++++  |                |
| AMSIN          | <=== AMS TRANSACTION-IN PROCESS                              |                |
| QAMS           | <=== QUERY INBOUND AMS TRANSACTIONS                          |                |
| UPAMS          | <=== PRINT UNPROCESSED INBOUND AMS TRANSACTIONS              |                |
| DISCAMS        | <=== PROCESS DISCREPANT AMS TRANSACTIONS                     |                |
| AMSREC         | <=== BATCH AMS RECEIPTS PROCESS                              |                |
| QOUTAMS        | <=== QUERY OUTBOUND AMS TRANSACTIONS                         |                |
| POUTAMS        | <=== PRINT UNPROCESSED OUTBOUND AMS TRANSACTIONS             |                |
| AMSHIP         | <=== AMS SHIPPING & CARD CREATION                            |                |
|                |  |                |
| ACTION:        | <=== ENTER COMMAND TO SELECT YOUR PROCESS                    | SCREEN 0009    |
| <HOME>=HELP    | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                |

Figure 8.9-1. SARSS1 AMS Selection Menu

- (1) AMS Transaction-In Process (AMSIN)
- (2) Query Inbound AMS Transactions (QAMS)
- (3) Print Unprocessed Inbound AMS Transactions (UPAMS)
- (4) Process Discrepant AMS Transactions (DISCAMS)
- (5) Batch AMS Receipts Process (AMSREC)
- (6) Query Outbound AMS Transactions (QOUTAMS)
- (7) Print Unprocessed Outbound AMS Transactions (POUTAMS)
- (8) AMS Shipping & Card Creation (AMSHIP)

**8.9.1 AMS Transaction-In Process (AMSIN).** This process allows the user to process receipts received on an optical laser card. If the AMS Batch Receipt parameter is set to "Y" on the SARSS1 Set Control Parameters screen, receipts can be processed automatically, requiring no further action. See the screen displayed in figure 8.9-2.

|   |                    |                |
|---|--------------------|----------------|
| DATE: MM/DD/YY                                  | SARSS1 AMS TRANSIN | TIME: HH:MM:SS |
| INSERT CARD INTO THE OPTICAL CARD READER/WRITER |                    |                |
| PRESS <ESC> TO CONTINUE OR <F3> TO EXIT         |                    |                |
| <F3><br>QUIT/<br>MENU                           |                    | SCREEN 1117    |

Figure 8.9-2. Insert Card into Optical Card Reader/Writer

- a. The system will process each receipt for the stock number and quantity as shown on the AMS laser card, and will produce all necessary documentation (MROs, bin tickets).
- b. If the AMS Batch Receipt parameter is set to "N", the receipts must be processed individually and interactively, using workstation or PDCD.
- c. To input data from an AMS laser card, enter **AMSIN** on the action line and press <Esc>. If the AMS terminal has not been designated, the system displays a message and refers user to SARSS Set Control Parameters for necessary actions. If the AMS terminal has been assigned, the system prompts the user to insert an optical laser card in the card reader/writer and press <Enter> to continue or <Esc> to quit.

- (1) If <Esc> is pressed, the system returns to the previous menu.

(2) If <Enter> is pressed, the screen in figure 8.9-3 appears with the GBL Number field populated and the "READING TRANSACTIONS" prompt directly beneath it. When all transactions have been read, the screen will display the total records read at the bottom of the screen. An AMS File has been created containing transactions read from the optical laser card.

|  |                    |                |
|--|--------------------|----------------|
| DATE: MM/DD/YY                                     | SARSS1 AMS TRANSIN | TIME: HH:MM:SS |
| GBL ..... 00095310                                 |                    |                |
| TCN ..... W45CHN10200200XXX                        |                    |                |
| MARK FOR DODAAC ..... W456F                        |                    |                |
| SHIP FROM DODAAC ..... SW3124                      |                    |                |
| READING TRANSACTIONS....                           |                    |                |
| DO YOU WANT TO PROCESS THIS NOW(N) OR LATER(L)===> |                    |                |
| PRESS <ESC> TO CONTINUE                            |                    |                |
| RECORDS READ.... 00000002                          |                    |                |
| SCREEN 1103  |                    |                |

Figure 8.9-3. SARSS1 AMS Transin Screen

(3) If the AMS Batch Receipt parameter is set to "Y," the system will allow you to process the file immediately (NOW) or later.

(a) If you select **NOW**, the system allows you to enter a specific GBL to be processed or **ALL**. If you enter a GBL number, only transactions with that GBL will be processed. If you enter **ALL**, all transactions in the unprocessed AMS Receipt File will be processed. For each Transportation Control Number (TCN) found under the input GBL data, the system generates a DIC TK4 and sends it to the TOF.

(b) If you select **LATER**, the file will be stored until you are able to process the transactions interactively by keyboard or by scanning with PDCD, or by using the AMSREC command.

(4) If the AMS Batch Receipt parameter is set to "N", all inbound AMS receipt transactions are recorded on the Unprocessed AMS Transaction File where they await processing at a later time. These receipts can be processed using the PDCD or workstation, or (after verification of quantities and physical condition) they can be processed as a batch using the AMSREC command.

(5) The screen displayed in figure 8.9-4 will appear if there are no transactions loaded on the card for your DODAAC.

DATE: MM/DD/YY

SARSS1 AMS TRANSIN

TIME: HH:MM:SS

BASED ON THE MARK FOR DODAAC(s)

NOTHING IN THIS SHIPMENT IS FOR YOU

PRESS <ESC> TO CONTINUE

SCREEN 1103

Figure 8.9-4. Nothing in Shipment for You

(6) The screen in figure 8.9-5 is displayed.

|   |                    |                |
|---|--------------------|----------------|
| DATE: MM/DD/YY                              | SARSS1 AMS TRANSIN | TIME: HH:MM:SS |
| REMOVE CARD FROM OPTICAL CARD READER/WRITER |                    |                |
| PRESS <ESC> TO CONTINUE                     |                    |                |
| <F3><br>QUIT/<br>MENU                       | SCREEN 1117        |                |

Figure 8.9-5. Remove Card from Optical Card Reader/Writer

**8.9.2 Query AMS Inbound Transactions (QAMS).** This process allows you to review the unprocessed inbound receipt transactions in the AMS Receipt File. To access this process, enter **QAMS** on the action line and press <Esc>. The system will display the screen in figure 8.9-6.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY   | SARSS1 INQUIRY<br>UNPROCESSED AMS INBOUND TRANSACTIONS  | TIME: HH:MM:SS |
| GBL.....   |   |                |
| TCN.....   |   |                |
| DOCUMENT NUMBER .....  |   |                |
| STOCK NUMBER.....  |   |                |
| ENTER: GBL or "ALL FOR ALL UNPROCESSED GBLS or<br>TCN or<br>DOCUMENT NUMBER (DODAAC DATE SERIAL NUMBER) or<br>STOCK NUMBER |   |                |
| PRESS <Esc> TO CONTINUE  |   |                |
| ACTION:<br><HOME>=HELP   | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1101    |

Figure 8.9-6. SARSS1 Inquiry Unprocessed AMS Transactions (Selection) Screen

a. From this screen the user indicates how to view unprocessed AMS transactions. Based on the selection, you can view transactions for a GBL, TCN, individual document number or stock number.

b. After the selection is made by entering in **QAMS**, press GBL, then press <Esc> and the system will display data based on the selection (figure 8.9-7).

|                              |                   |  |               |                |       |
|------------------------------|-------------------|--|---------------|----------------|-------|
| DATE: MM/DD/YY               |                   | SARSS1 INQUIRY   |               | TIME: HH:MM:SS |       |
| UNPROCESSED AMS TRANSACTIONS |                   |  |               |                |       |
| GBL                          | TCN               | DOCUMENT NUMBER  | STOCK NUMBER  | UI             | QTY   |
| *****                        |                   |  |               |                |       |
| 00095310                     | W4546F90101001XXX | W4546F90101001AS9R   | 4710000513211 | EA             | 00011 |
| 00095310                     | W45CHN10200200XXX | W45CHN10200200 S2A   | 2530001505897 | EA             | 00011 |
|                              |                   |  |               |                |       |
| No More Records              |                   |  |               |                |       |
| Press <Esc> To Continue      |                   |  |               |                |       |
| ACTION:                      |                   | <== ENTER COMMAND TO SELECT YOUR PROCESS                     |               | SCREEN 1105    |       |
| <HOME>=HELP                  |                   | MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |               |                |       |

Figure 8.9-7. SARSS1 Inquiry Unprocessed AMS Transactions Screen

c. There could be multiple screens of transactions for viewing depending on user selection. To display additional transactions, press <Esc>. When there are no more transactions to be viewed, the message "No More Records" will appear at the bottom of the screen.



**8.9.3 Print Unprocessed Inbound AMS Transactions (UPAMS).** This process allows you to print a list of all unprocessed transactions on the AMS File. To access this process, enter **UPAMS** on the action line and press <Esc>. The system will display the screen in figure 8.9-8.

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 PRINT  | TIME: HH:MM:SS |
| UNPROCESSED AMS INBOUND TRANSACTIONS  |   |                |
| LIST OF GBL(S) ONLY ..... ENTER "X" HERE  |   |                |
| GBL NO OR ALL.....  |   |                |
| TCN NO.....   |   |                |
| DOCUMENT NUMBER .....   |   |                |
| STOCK NUMBER .....  |   |                |
| Enter Printer Number You Desire For Your Printing====>  |   |                |
| ENTER: GBL NO or<br>TCN NO or<br>DOCUMENT NUMBER (DODAAC, DATE, SERIAL NUMBER) or<br>STOCK NUMBER |   |                |
| PRESS <Esc> TO CONTINUE   |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1104    |

Figure 8.9-8. SARSS1 Print Unprocessed AMS Transactions Screen

- From this screen the user indicates how to print the unprocessed AMS transactions. Based on the selection, you can print transactions for a GBL, TCN, or an individual document number or stock number.
- By choosing the first selection on this screen, you can cause the system to print a listing of all unprocessed inbound GBL numbers. This option is useful when you are not sure which GBLs have already been processed.
- When the selection is made by entering the required data, press <Esc> and the system displays a working prompt. Then a message informs you that the formatted report (PCN AJT-059) was sent to the Letter-Size Queue. The previous selection data is then cleared from the screen.

**8.9.4 Process Discrepant AMS Transactions (DISCAMS).** This process creates Reports Of Discrepancy (ROD) for unprocessed transactions remaining in the AMS Receipt File. After all AMS receipts are processed and there are still transactions remaining in the unprocessed AMS File, you must ensure there are no remaining stocks. The remaining unprocessed AMS transactions are considered missing and a printout of these transactions should be produced using the UPAMS Process. After you have a printout listing the unprocessed transactions, enter **DISCAMS** on an action line and press <Esc>. The system displays the screen shown in figure 8.9-9.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY                                | SARSS1 AMS DISCREPANCY PROCESS   | TIME: HH:MM:SS |
| Enter the Document Number=====>               |  |                |
| DODAAC    DATE    SERL    SUFIX    RIC    SHP |  |                |
| NOTE:   | This process will create a Report Of Discrepancy (ROD) for missing shipment.                             |                |
| Press <ESC> To Continue                       |  |                |
| ACTION:<br><HOME>=HELP                        | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1106    |

Figure 8.9-9. SARSS1 AMS Discrepancy Process Screen

a. On this screen, enter the document number of a transaction remaining in the unprocessed AMS transaction file as shown on the unprocessed AMS report. If no transaction is found for the document number entered, the system displays the message "No Match Was Found." Check the document number to ensure it was entered correctly. Make changes as required and press <Esc>. The system displays a working message followed by a message stating that the ROD was created and sent to the SARSS1 Print Selection Menu (RSEL).

b. Repeat this procedure for each AMS unprocessed transaction remaining in the file and/or appearing on the unprocessed AMS report. When all the unprocessed transactions have been processed, enter **RSEL** on an action line and press <Esc>. The system displays the SARSS1 Print Selection Menu. Enter **X** to select Reports Of Discrepancy, enter the printer number, and press <Esc>. The report is then sent to the Letter-Size Queue.

**8.9.5 Batch AMS Receipts Process (AMSREC).** This process can only be accessed if the AMS Batch Receipts switch on the SSCP screen is set to Y. It allows processing of receipt transactions read from the optical laser card and stored in the Unprocessed AMS Receipt File. All transactions contained in the file that match the selection criteria entered are processed as valid receipts. To access this process, enter **AMSREC** on an action line and press <Esc>. The system displays the screen in figure 8.9-10.

| DATE: MM/DD/YY  | AMS BATCH RECEIPT PROCESS   | TIME: HH:MM:SS |
|---|---|----------------|
| Enter GBL Number Or ALL=====>                           |   |                |
| NOTE:   | Entering a GBL Number will process only those Receipts associated with that GBL Number. Entering "ALL" will process all Receipts. |                |
| Enter Printer Number You Desire For Your Printing=====> |   |                |
| Enter Temp Location=====>                               |   |                |
| Press <Esc> to Continue                                 |   |                |
| ACTION:<br><HOME>=HELP                                  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT                         | SCREEN 1102    |

Figure 8.9-10. AMS Batch Receipt Process Screen

**NOTE:** This subprocess is also located as a subprocess on the SARSS1 Receipt Selection Menu and is identical in function.

a. This screen provides you with the capability to process AMS transactions for a single Government Bill of Lading (GBL) at a time or all transactions for all GBLs in the file.

**NOTE:** When this process is used, there is no allowance made for corrections. Any transactions requiring corrections (quantity, stock number, etc.) must be processed interactively.

b. Enter **ALL**, a printer number for output, and a temporary location (optional) and press <Esc>. The system displays a message (as shown in figure 8.9-11) indicating the number of receipts being processed. When all the receipts have been processed, a message indicates the quantity processed.

| DATE: MM/DD/YY   | AMS BATCH RECEIPT PROCESS   | TIME: HH:MM:SS |
|--|---|----------------|
| Enter GBL Number Or ALL===== > ALL                         |   |                |
| NOTE:  | Entering a GBL Number will process only those Receipts associated with that GBL Number. Entering "ALL" will process all Receipts. |                |
| Enter Printer Number You Desire For Your Printing===== > 7 |   |                |
| Enter Temp Location===== >                                 |   |                |
| Press <Esc> to Continue                                    |   |                |
| Completed RECEIPTS PROCESSSS== > 00000002                  |   |                |
| ACTION:<br><HOME>=HELP                                     | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT                          | SCREEN 1102    |

Figure 8.9-11. Number Of Receipts Processed for ALL

c. Enter a valid GBL number, a printer number for output, and a temporary location (optional) and press <Esc>. The system displays a message (as shown in figure 8.9-12) indicating the number of receipts being processed. When all the receipts for the entered GBL have been processed, a message indicates the quantity processed.

| DATE: MM/DD/YY  | AMS BATCH RECEIPT PROCESS   | TIME: HH:MM:SS |
|---|---|----------------|
| Enter GBL Number Or ALL=====> 00095310                    |   |                |
| NOTE:   | Entering a GBL Number will process only those Receipts associated with that GBL Number. Entering "ALL" will process all Receipts. |                |
| Enter Printer Number You Desire For Your Printing=====> 8 |   |                |
| Enter Temp Location=====> LOAN                            |   |                |
| Press <Esc> to Continue                                   |   |                |
| Completed RECEIPTS PROCESSSS==> 00000002                  |   |                |
| ACTION:<br><HOME>=HELP                                    | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT                         | SCREEN 1102    |

Figure 8.9-12. Number Of Receipts Processed for GBL

**8.9.6 Query Outbound AMS Transactions (QOUTAMS).** This process allows you to view outbound transactions that are in the AMS Master File awaiting output to an AMS card. To access this process, enter **QOUTAMS** on the action line and press <Esc>. The system displays the screen in figure 8.9-13.

|  |  |                |
|--|--|----------------|
| DATE: MM/DD/YY   | SARSS1 INQUIRY   | TIME: HH:MM:SS |
| UNPROCESSED AMS OUTBOUND TRANSACTIONS  |  |                |
|  |  |                |
| GBL.....   |  |                |
| TCN.....   |  |                |
| DOCUMENT NUMBER .....  |  |                |
|  |  |                |
| ENTER: GBL or "ALL" FOR ALL UNPROCESSED GBLs or<br>TCN or<br>DOCUMENT NUMBER (DODAAC DATE SERIAL NUMBER SUFFIX CODE) |  |                |
| PRESS <Esc> TO CONTINUE  |  |                |
|  |  |                |
| ACTION:<br><HOME>=HELP   | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1113    |

Figure 8.9-13. SARSS1 Inquiry Unprocessed AMS Outbound Transactions Screen

- a. On this screen, enter either a GBL, TCN, or document number to select the data for display. When you press <Esc>, the system displays a list of outbound transactions which meet the criteria you entered.
- b. There may be multiple screens of transactions for viewing. To display additional transactions, press <Esc>. When there are no more transactions to be viewed, the message "No More Records" appears at the bottom of the screen.

**8.9.7 Print Unprocessed Outbound AMS Transactions (POUTAMS).** This process allows you to print a listing of AMS transactions awaiting output to AMS cards. To access this process, enter **POUTAMS** on the action line and press <Esc>. The system displays the screen in figure 8.9-14.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 PRINT   | TIME: HH:MM:SS |
| UNPROCESSED AMS OUTBOUND TRANSACTIONS                 |  |                |
| LIST OF GBL(S) ONLY..... ENTER "X" HERE               |  |                |
| GBL NO OR ALL.....                                    |  |                |
| TCN NO.....   |  |                |
| Enter Printer Number You Desire For Your Printing===> |  |                |
| ENTER: GBL NO or<br>TCN NO or                         |  |                |
| PRESS <Esc> TO CONTINUE                               |  |                |
| ACTION:<br><HOME>=HELP                                | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1115    |

Figure 8.9-14. SARSS1 Print Unprocessed AMS Outbound Transactions Screen

a. If you wish to print a list of all outbound GBL numbers on the AMS Master File, place an **X** in the first field on this screen, enter a printer number, and press <Esc>. The system generates the list and sends it to the Letter-Size Forms Queue for printing.

b. If you wish to print a list of transactions on a particular GBL, enter the GBL number in the second field on this screen. If you wish to print a list of all unprocessed outbound AMS transactions on the AMS Master File, enter **ALL** in this field. After you enter a printer number and press <Esc>, the system generates the requested listing and sends it to the Letter-Size Forms Queue for printing.

c. If you wish to print a list of unprocessed outbound AMS transactions assigned to a specific TCN, enter the TCN in the third field on the screen, enter your printer number, and press <Esc>. The system sends the requested listing to the Letter-Size Forms Queue.

**8.9.8 AMS Shipping & Card Creation (AMSHIP).** This process allows you to write shipping data to an AMS laser card for shipments outside the corps or to other SARSS activities. To access this process, enter **AMSHIP** on the action line and press <Esc>. The system displays the screen in figure 8.9-15.

|   |  |                |
|---|--|----------------|
| DATE: MM/DD/YY  | SARSS1 AMS SHIPPING PROCESS  | TIME: HH:MM:SS |
| Enter GBL For Shipment =====>                                     |  |                |
| NOTE: Enter GBL If Known Or Press <F2> To Have System Assign GBL. |  |                |
| Press <Esc> To Continue   |  |                |
| <F2><br>Assign<br>GBL   |  |                |
| ACTION:<br><HOME>=HELP  | <== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1107    |

Figure 8.9-15. SARSS1 AMS Shipping Process Screen

- If you have a specific GBL number to assign to your shipment, enter it on this screen and press <Esc>.
- If you do not need to use a specific GBL number for your shipment, press <F2>, and the system assigns a GBL number for you.



c. When you press <Esc> or <F2>, the system displays the screen in figure 8.9-16.

|  |                                     |                       |
|--|-------------------------------------|-----------------------|
| DATE: MM/DD/YY   | SARSS1 AMS SHIPPING PROCESS         | TIME: HH:MM:SS        |
| GBL For Shipment =====> COM00001   |                                     |                       |
| Enter TCN For Shipment==>  |                                     |                       |
| NOTE: Enter All TCNs, One At A Time, To Be Included In The Shipment<br>Under The Above Displayed GBL |                                     |                       |
| When All TCNs Have Been Entered Press <F5> To Create AMS Card  |                                     |                       |
| <F1><br>Clear<br>TCN   | <F2><br>Add<br>TCN                  | <F3><br>Quit/<br>Menu |
| <F5><br>Create<br>AMS Card   | <Home> SCREEN 1108<br>Help/<br>Info |                       |

Figure 8.9-16. AMS Shipping Process Screen

d. The GBL number is displayed at the top of this screen. Enter each TCN you wish to include with this shipment and press <F2> to add it to the GBL. When you have added all TCNs to the record for this GBL, press <F5> to create an AMS card (figure 8.9-17).

|  |                                     |                       |
|--|-------------------------------------|-----------------------|
| DATE: MM/DD/YY   | SARSS1 AMS SHIPPING PROCESS         | TIME: HH:MM:SS        |
| GBL For Shipment =====> COM00004   |                                     |                       |
| Enter TCN For Shipment==> 1WK4T902430103ZZZ  |                                     |                       |
| NOTE: Enter All TCNs, One At A Time, To Be Included In The Shipment<br>Under The Above Displayed GBL |                                     |                       |
| When All TCNs Have Been Entered Press <F5> To Create AMS Card  |                                     |                       |
| <F1><br>Clear<br>TCN   | <F2><br>Add<br>TCN                  | <F3><br>Quit/<br>Menu |
| <F5><br>Create<br>AMS Card   | <Home> SCREEN 1108<br>Help/<br>Info |                       |

Figure 8.9-17. Create AMS Card

- e. The screen displayed in figure 8.9-18 appears if no data exists to output to Laser Card.

|  |                                     |                       |
|--|-------------------------------------|-----------------------|
| DATE: MM/DD/YY   | SARSS1 AMS SHIPPING PROCESS         | TIME: HH:MM:SS        |
| GBL For Shipment =====> COM00001   |                                     |                       |
| Enter TCN For Shipment==> W45CHN10200020XXX  |                                     |                       |
| NOTE: Enter All TCNs, One At A Time, To Be Included In The Shipment<br>Under The Above Displayed GBL |                                     |                       |
| When All TCNs Have Been Entered Press <F5> To Create AMS Card  |                                     |                       |
| ERROR.....<br>No Data Exists To Output To The Laser Card<br>or The GBL Entered                       |                                     |                       |
| <F1><br>Clear<br>TCN   | <F2><br>Add<br>TCN                  | <F3><br>Quit/<br>Menu |
| <F5><br>Create<br>AMS Card   | <Home> SCREEN 1108<br>Help/<br>Info |                       |

Figure 8.9-18. No Data Exists To Output To Laser Card

- f. The system displays the screen in figure 8.9-19.

|  |                             |                |
|--|-----------------------------|----------------|
| DATE: MM/DD/YY   | SARSS1 AMS SHIPPING PROCESS | TIME: HH:MM:SS |
| GBL For Shipment =====> AIR00002   |                             |                |
| AIR PALLET ID=====><br>MODE OF SHIPMENT CODE ==><br>CONTAINER TCN =====><br>SHIP TO DODAAC =====>  |                             |                |
| Enter Information Known.   |                             |                |
| Press <Esc> To Continue  |                             |                |
| ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1109<br><HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT |                             |                |

Figure 8.9-19. AMS Shipping Process Screen

g. This screen prompts you to enter shipping information. You must enter the container TCN and the Ship To DODAAC (figure 8.9-20). If you do not know the data for the other entries, leave the fields blank. When you press <Esc>, the system prompts you to enter the shipment's total cube and weight (figure 8.9-21). You should also enter the number of the printer used for printing shipping labels. Make the necessary entries and press <Esc>. The screen in figure 8.9-22 will appear.

|  |   |                |
|--|---|----------------|
| DATE: MM/DD/YY                         | SARSS1 AMS SHIPPING PROCESS   | TIME: HH:MM:SS |
| GBL For Shipment =====> COM00005       |   |                |
| AIR PALLET ID=====>                    |   |                |
| MODE OF SHIPMENT CODE ===>             |   |                |
| CONTAINER TCN =====> 1WK4T902430103ZZZ |   |                |
| SHIP TO DODAAC =====> W4546F           |   |                |
| Enter Information Known.               |   |                |
| Press <Esc> To Continue                |   |                |
| ACTION:<br><HOME>=HELP                 | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1109    |

Figure 8.9-20. Shipping Information

ADSM 18-L1Y-AJT-ZZZ-EM  
1 JUN 01

|   |   |                |
|---|---|----------------|
| DATE: MM/DD/YY  | SARSS1 AMS SHIPPING PROCESS   | TIME: HH:MM:SS |
| GBL For Shipment =====> COM00007  |   |                |
| Shipment TCN: 1WK4T902490105ZZZ   |   |                |
| TOTAL CUBE=====>  |   |                |
| TOTAL COMPUTED WEIGHT ===> 000000   |   |                |
| Enter Printer Number For The Shipping Label===>                                 |   |                |
| Enter Information Known. If Actual Weight Is Known, Enter It In Computed Weight |   |                |
| Press <Esc> To Continue   |   |                |
| ACTION:<br><HOME>=HELP  | <=== ENTER COMMAND TO SELECT YOUR PROCESS<br>MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT | SCREEN 1112    |

Figure 8.9-21. Create Card

|  |                             |                |
|--|-----------------------------|----------------|
| DATE: MM/DD/YY                             | SARSS1 AMS SHIPPING PROCESS | TIME: HH:MM:SS |
| INSERT CARD INTO THE OPTICAL READER/WRITER |                             |                |
| Press <ESCc> To Continue                   |                             |                |
| <F3><br>QUIT/<br>MENU                      |                             | SCREEN 1117    |

Figure 8.9-22. Insert Card Into Optical Reader/Writer

h. After the AMS laser card reader/writer writes the shipping data to the AMS laser card, the system displays the screen in figure 8.9-23.

|   |                             |                |
|---|-----------------------------|----------------|
| DATE: MM/DD/YY                          | SARSS1 AMS SHIPPING PROCESS | TIME: HH:MM:SS |
| INFORMATION WRITTEN TO OPTICAL CARD:    |                             |                |
| GBL                                     | :                           | COM00007       |
| TCN                                     | :                           |                |
| MARK FOR DODAAC                         | :                           |                |
| SHIP TO DODAAC                          | :                           |                |
| REMOVE OPTICAL CARD                     |                             |                |
| CREATE DISKETTE WITH RF TAG INFORMATION |                             |                |
| YES(Y) OR NO(N)==>                      |                             |                |
| Press <ESC> To Continue                 |                             |                |
| <F3><br>QUIT/<br>MENU                   |                             | SCREEN 1116    |

Figure 8.9-23. AMS Write Data To Card

i. If you enter Y and press <Esc>, the system clears the data for that GBL from the AMS Master File and it cannot be recovered. Enter N if you have any doubt that the AMS card was not created properly. This will retain the GBL data on the file so you can make another attempt to write to the card.

j. After the data is written to the AMS card successfully, remove the laser card from the reader/writer and attach it to the shipping container.

Blank Page